The Training Post

Special Edition

Reach Your Summit: Push Your Limits, Reach New Heights

Keep climbing higher

Fall signals both change and renewal. A perfect time to adopt the mindset of a mountaineer - resilient, steady, and driven by purpose. The mountaineer understands it takes more than strength to reach the top; you need mental toughness to overcome challenges, quiet confidence to trust your abilities, humility to learn along the way, and motivation to keep climbing higher. These qualities mirror the journey of learning and development. This October marks our third annual observance of National Learning and Development Month! It's your chance to push your limits, embrace new challenges, and reach new heights - personally and professionally.

In this edition of **The Training Post**, we want you to ascend to new levels with our featured training and development opportunities, professional growth advice, and beneficial updates and tips for the Learning Management System (LMS) and ePAR.

During this quarter, remember to celebrate not just the summit moments, but the daily steps of growth. You got this!

> "
> *The summit is what drives us, but the climb itself is what matters.*
>
> *– Conrad Anker*

New Releases ❯

In each edition of **The Training Post**, be sure to check out the list of highly recommended Quarterly Courses, Specials, and Training Promotions.

1. Supervisor Success Series (S3) - Mercer County Community College (MCCC)
October 9, 16, 23, 2025

2. Personnel Management Information System (PMIS) - NJ Civil Service Commission (NJCSC)
October 21, 2025

3. Team Building - MCCC
October 22, 2025

4. County and Municipal Personnel System (CAMPS) - NJCSC
November 20, 2025

5. Business Objects 4.3 HR Novice - NJCSC
November 25-26, 2025

6. Customer Service - MCCC
December 4, 2025

Please contact CLIPTraining.Support@csc.nj.gov with any registration or program inquiries.

- Achieving Your Goals with Purpose - **October 1, 2025**
- Book Club Discussion - **October 2, 2025**
- Beyond the Dashboard: Exploring the ePAR System - **October 7, 2025**
- Working Together, Better - **October 8, 2025**
- Scaling New Heights: Navigating Your LMS Like a Pro - **October 9, 2025**

- Closing the Loop: Mastering ePAR Closeouts - **October 14, 2025**
- AI Meets Accessibility: Empowering Everyday Experiences - **October 15, 2025**
- Elevate Learning: Analytics Essentials for LMS Admins - **October 16, 2025**
- Chair Yoga - **October 21, 2025**
- Building Mental Fitness - **October 22, 2025**
- Unleash Your Power to Personal and Professional Success - **October 28, 2025**

Learning and Development Month: October 2025

Theme:	Monday	Tuesday	Wednesday	Thursday	Friday
Kick-Off Week Start the month off strong and get set for an entire month of planned events.		National Learning & Development Launch Video Message	**1** From Intention to Impact: Achieving Your Goals with Purpose 12:00 PM - 1:00 PM (Chinor Lee - CLIP Instructor)	**2** Book Club Discussion - We Need to Talk: How to Have Conversations That Matter 12:00 PM - 1:00 PM (Janet Thompson - CLIP Team)	**3**
Skill Building Week Explore topics that align with your professional & personal development interests.	**6**	**7** Beyond the Dashboard: Exploring the ePAR System 11:30 AM - 12:30 PM (Claudia Lopez - CLIP Team)	**8** Working Together, Better: Using Behavioral Science to Strengthen Team Dynamics 12:00 PM - 1:00 PM (Erin Britton & Dr. Sheena Mirpuri - InnovateUS)	**9** Scaling New Heights: Navigating Your LMS Like a Pro 11:30 AM - 12:30 PM (Darrell Waytes & Eric Willor - CLIP Team)	**10**
Compliance Week Focus on completing any mandatory training assignments on your LMS plan.	**13** HOLIDAY	**14** Closing the Loop: Mastering ePAR Closeouts 11:30 AM - 12:30 PM (Terique Timmons - CLIP Team)	**15** AI Meets Accessibility: Empowering Everyday Experiences 12:00 PM - 1:00 PM (Angela Lean & Erica Zelmanowicz - Microsoft)	**16** Elevate Learning: Analytics Essentials for LMS Admins 11:30 AM - 12:30 PM (Meaghan Wong - CLIP Team)	**17**
Workplace Wellness & Mental Health Week Take time to build your mental and overall wellness awareness.	**20**	**21** Chair Yoga: Refresh, Refocus, and Release Tension 12:00 PM - 1:00 PM (Takeema McCaskill - Treasury)	**22** Building Mental Fitness: From Out of Control to Locus of Control 12:00 PM - 1:00 PM (Tim Gallagher - DHS)	**23**	**24**
Closing Week Reflect on the learning you accomplished this month.	**27**	**28** Unleash Your Power to Personal and Professional Success 12:00 PM - 1:00 PM (Lilisa Williams - CLIP Instructor)	**29**	**30** NLD25 Testimony Video Release	**31** National Learning & Development Closing Video Message *CLIP Contest Cards Due*

All events will be held virtually via ZOOM. Be sure to register via the LMS. If you are not an LMS user, contact CLIPTraining.Support@csc.nj.gov to register.

## Check out our free CLIP microlearning courses available on the LMS.

- Asking Better Questions (TechTips & Professional Development Toolkit)
- Effective Collaboration: Why You Want It and How to Get It! (The Buzz)
- Goal Setting Using the "Build a Bridge" and SMART Goal Methods (Achieving Your Goals with Purpose)
- Habit Stacking: Leveraging "Habit Loops" to Make Improvements in Your Personal and Professional Life (Achieving Your Goals with Purpose)
- Homophones: Write the Right Way (Writing @ Work)

LMS symbol identifies a free CLIP microlearning course that complements the article/session.
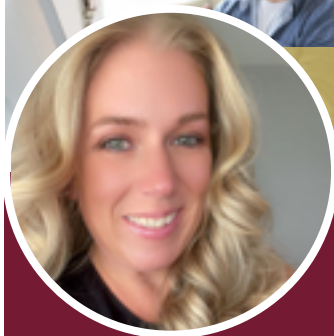
Gina Endrzejewski

Gina Endrzejewski is a Department of Labor and Workforce Development (DOL) employee with 12 years of experience in the public sector. A graduate of the Clerical Apprenticeship Program for Excellence (CAPE) in 2025, she started her career in public service at DOL's Division of Workers' Compensation. As a Senior Management Assistant in the Office of Information and Management Services, Ms. Endrzejewski is responsible for coordinating collaborative meetings across various departments, onboarding new employees and vendors, and coordinating the Executive Oversight Board meetings.

Ready to embrace opportunities that will allow her to expand her knowledge, Ms. Endrzejewski received notification about the CAPE program from DOL's eLearning Division. Intrigued by what she read, she investigated the program's benefits and was motivated to enroll in the program. Driven by her desire to grow professionally and personally, Ms. Endrzejewski shared, "I am committed to doing everything possible to ensure I am constantly evolving and reaching new heights." Initially preoccupied with the academic aspects of the CAPE program, Ms. Endrzejewski supplemented her learning; she shared that "…once I started having meaningful, personal conversations with my classmates, I realized I was gaining insights and knowledge that extended well beyond what any book can offer." Ms. Endrzejewski welcomed the experience, indicating that the "CAPE subjects really helped me…they sharpened my critical thinking, problem solving, analytical, and administrative skills." Additionally, CAPE bolstered her self-assurance, noting, "The skills I gained boosted my confidence and ability to tackle challenges."

Ms. Endrzejewski attributed the nurturing environment presented by CAPE with her pursuit of an MBA in the next couple of months, noting, "I can achieve more by challenging myself, and [CAPE] inspired me to aim higher."

"I am committed to doing everything possible to ensure I am constantly evolving and reaching new heights."

Because successful training programs are not just about content, each edition of **The Training Post** will spotlight an individual who has been involved in one or more of the many professional development programs offered by CLIP.

TECH TIPS

The Power Behind the Query: Choosing a Search Engine

Just as climbers need to have the right gear to successfully reach a summit, searching the internet successfully requires the right search engine to find the information you seek.

Search engines are tools that help users explore the internet based on search terms they enter. While they all perform the same basic function, search engines differ in how they manage content and prioritize privacy.

While Google and Bing offer all-in-one functionality, it may be worth choosing a dedicated one that searches for the content you want and includes the features you value. For example, if you're searching for images, consider an image search engine such as **Google Images, Bing Images, or Openverse.**

You may think the alternative search engines will return low-quality results, however, these search engines do not result in loss of quality, as they are powered by the same technology as the major platforms.

If privacy is a concern, consider using **DuckDuckGo** or **Startpage**. These tools do not save your results or monitor your activity across other websites. While personal preferences used by other search engines can provide relevant information based on your location and browsing history, your results can also be limited.

Are you environmentally conscious? Consider using **Ecosia**. This search engine transfers its profits into environmental initiatives

High Point is New Jersey's highest elevation at 1,803 feet above sea level.

DID YOU KNOW?

- planting over 200 million trees and spending nearly $100 million in environmental causes. In terms of search quality, it is powered by Google and Bing technology.

To enhance your search experience, consider exploring alternative search engines that are tailored to your needs and align with your values.

Since the questions or text entered when searching affects search results, we suggest you take our microlearning **"Asking Better Questions,"** which is accessible in the LMS.

The BUZZ
Climbing to the Top

At CLIP, we strive to provide our participants with innovative and cutting-edge learning experiences. "The Buzz" features the latest training trends and noteworthy "buzz" about various professional developmental themes. In this issue, we cover some qualities of the "mountaineer mindset" that can be applied to professional development.

State work presents unique challenges: balancing limited resources, navigating complex working relationships, and addressing the needs of various diverse parties. In such demanding environments, two mountaineering qualities stand out as critical for long-term professional growth–humility and learning from failure.

Humility

Humility on the mountain is not about shame or diminishing one's abilities. It's about recognizing your limitations. The same goes for government work. Humble professionals understand they can't do everything on their own. They understand that collaboration, listening, and adaptability are essential for success in the workplace. By admitting what they don't know, professionals become open to expertise from colleagues and career growth. So, don't be afraid to seek help or admit you don't know how to do something. These are the first steps toward reaching the summit.

Humble leaders foster work environments where others feel safe to speak up, share ideas, and admit mistakes. This bolsters team cohesion and sparks innovation. Humility and a penchant for learning from failure also make for adaptable and resilient leaders who inspire those qualities in others. It's a popular misconception that leaders are made stronger by refusing to admit their flaws or failures. This is not true. A healthy sense of humility paired with a focus on personal and professional growth will garner more respect than the absence of those qualities.

Learning From Missteps

Like a mountaineer on the mountain, you will have missteps that need to be adjusted. You will make wrong turns from which you need to double back. Maintaining a stable footing is not about achieving perfection, it is about learning from mistakes and being able to recalibrate.

So, when you find yourself on unsure footing in your career, keep a level head and consider how you got into your current predicament. Once you have done this, you can reverse-engineer a method for returning to solid ground. Then, with the benefit of restored stability, you can begin to chart an alternate path forward using the lessons you learned from previous missteps.

Do your best to model these qualities in your life and career. Don't fear admitting weakness; instead, learn from mistakes. Act in keeping with these mountaineering principles and help others. Climbing by yourself is a lonely business; the view from the top is far better with good company by your side.

DID YOU KNOW?
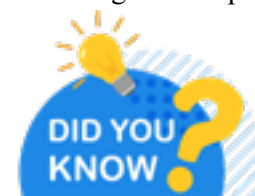
Junko Tabei was the first woman to summit Mount Everest.

ePAR Insider: Climb the ePAR Mountain

Improving your ePAR may be likened to preparing for a successful mountain-climbing career. Begin with a strong foundation of work-related training; consistent learning and development is essential. Mental toughness is equally important — embrace challenges and push your limits during professional development. Cultivate well-founded, quiet confidence through experience; know your capabilities without overconfidence and embrace a growth mindset to expand your skills. Humility is critical; accept failures and use them as learning opportunities. Lastly, ensure your motivation is intrinsic. Pursue your career goals for your own reasons and for the advancement of your agency. With the appropriate training, mindset, and motivation, you can excel in your professional endeavors, improve your ePAR outcomes, and serve your organization as a "peak" performer.

Climbing Past Negativity

If you experience a setback when working towards a goal, do you find yourself defaulting to pessimistic self-talk? Perhaps something like, "This is impossible to learn." Although it may feel like a harmless, natural response, thoughts like these are actually cognitive distortions – "beliefs and thought patterns that are irrational, false, or inaccurate, and they have the potential to cause serious damage to our sense of self, our confidence, and our ability to succeed" (Ackerman, 2018). Thus, it is important, especially when facing a challenge, to keep distortions in check. A helpful phrase for doing this is: **"Catch it, check it, change it"** (Carovillano, 2025).
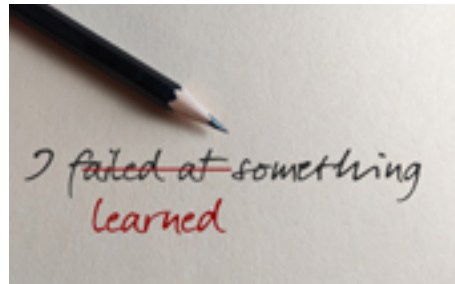
1. Catch it - This requires noticing when those sneaky thoughts emerge. This may be hard initially, but eventually it will become second nature. Keeping a log may even help you see patterns and begin to anticipate them. To catch these unhelpful thoughts, you'll need to be able to identify them. Here are some easily identifiable, common distortions:

- *All-or-nothing thinking* is thinking everything is all good or all bad: "I can't believe I stumbled on that word. It ruined the presentation."

- *Overgeneralization* is making a blanket judgment from one instance: "I'm not going to get that done in time, I always miss deadlines."

- *Disqualifying the positive* is discrediting any positives: "I got a satisfactory ePAR rating, but they give them to everyone."

- *Mental filter* is when you filter out all positives and only focus on the negatives: "I got this promotion, but I'm already stressed about how much more work it'll be. I'll probably have to work more hours, too."

2. Check it - This means evaluating your thinking: is it sound or are there flaws? Socratic questioning, a "technique [that] challenges assumptions, clarifies concepts, and examines the logic behind statements and beliefs," is helpful in doing this (Socratic Questioning, 2025). There are six types of questions to engage in:

- *Clarification*: What do I really mean?
- *Assumption*: Why is this a valid assumption?
- *Reason/Evidence*: Is there evidence in support of or against this?
- *Perspective*: What would someone else think?
- *Consequence*: What would happen if this came true?
- *Question*: Is there a helpful question to ask?

3. Change it - This means turning negative thoughts into neutral or positive thoughts. To do this, correct any distortions revealed in the previous step. For instance, turn "I can't believe I stumbled on that word. It ruined the presentation" into "There was one mistake in the presentation, but overall, it went really well."

So, as you embrace new goals and encounter setbacks, use these steps to keep negative language out of your process!

I failed at something learned

LMS Café

The "LMS Café" has something for everyone. In each edition of **The Training Post**, the LMS community can find information on new course releases, blended learning recommendations, and for our LMS administrators, system updates.

What's Brewing

LMS learners - Remember to take your mandatory training!

View our CLIP All Access themed courses for this quarter.

OCT

EQ Awareness Month

Emotional Intelligence Micro Course

NOV

National Stress Awareness Day

Guided Meditation for Handling Stress

DEC

International Day of Persons with Disabilities

Inclusion in Action: Shifting the Narrative on Disability

Signature Blends

(*available with a CLIP All Access Pass)

*Delivering Great Customer Service
Classroom Complement: **Customer Service**

*Supervision: S.M.A.R.T. Goals
Classroom Complement: **S3**

LMS Barista

From Base Camp to Mountaintop: Let the LMS be Your Guide

Just like climbing a mountain, every step you take in the LMS can bring you closer to growth, confidence, and success.

Our **LMS Navigation & Tips Workshop** teaches how to navigate and explore features that make finding and completing learning simpler. Also, check out the **LMS Learner Overview,** a brief tutorial that walks you through the LMS homepage, toolboxes, Resources Home, and user roles. You'll learn how to browse the catalog, register for training, and launch assigned courses.

Don't miss our CLIP Tips in the Getting Started section of Resources Home. Let's reach new heights with the LMS!

Writing @ Work

Scale the Heights of Business Writing

Tennis player Arthur Ashe related the following about achieving accomplishments: "Start where you are. Use what you have."

Relatedly, violinist, Jascha Heifetz emphasized, "There is no top … there are always further heights to reach."

Despite distinct backgrounds, Arthur and Jascha shared outlooks about people's potential to attain their "summits." Similarly, steps to achieve the pinnacle of business writing are within reach. You may be asking, "How can I achieve new heights in my writing?"

Our last issue included tips to amplify your writing skills like writing regularly and reading others' work to expand your vocabulary. If you typically "reach" for familiar words in your written communications, elevate your writing by varying your approach. Below are tools including several from James Dare's book *8 Simple Business Writing Tips.*
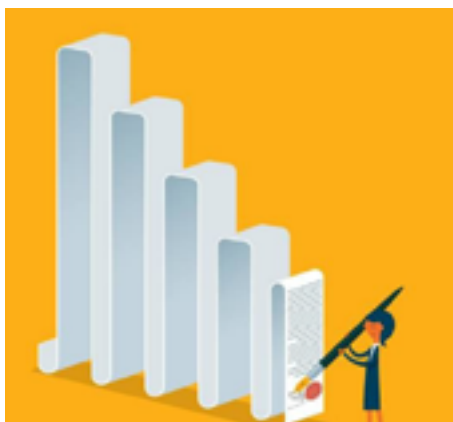
Grammarly

This online tool (Grammarly.com) offers analysis of your spelling, grammar, and even tone of your writing.

Microsoft Editor Tools

After you've written a document, select one or more words to highlight. Then, select the "Review" and "Thesaurus" menu options. Check the word options and definitions. Choose words to vary your writing vocabulary; always check for spelling and grammar errors.

Microsoft Accessibility Tools

In the review tab, "Check Accessibility" will help make your writing accessible for those who use assistive technology.

NJ Advanced AI

This tool, accessed in your myNewJersey portal, can assist with rephrasing, generating new ideas, and so much more. For example, input a sample of your writing and use the prompt, "How can I improve this writing sample?" for suggestions to enhance your writing.

To learn more, view our new LMS microlearning **"Homophones: Write the Right Way."**

If you have questions or suggestions for topics you would like to see in **The Training Post**, email us at **Trainingfeedback@csc.nj.gov**.

CONGRATS!

Congratulations to:

Ashleigh M.
from the Department of Military and Veterans Affairs (DMAVA)

You have been selected to receive the "Free Single-Day Training."

Thank you to all of our summer "Question Corner" respondents.

Summer Question:
What is your summer DIY project?

Summer Responses ▸

Question Corner

FALL Question:

What motivates you to keep learning and developing?

Submit ▸

Submit a testimonial for a chance to be featured in our NLD Closing Week video collection and entered into the Free Training Drawing.

Click "Submit" for instructions.

Reach Your Summit: Push Your Limits, Reach New Heights

State of New Jersey

Governor Phil Murphy | Lieutenant Governor Tahesha L. Way

Civil Service Commission

Chair/Chief Executive Officer Allison Chris Myers

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