



The Training Post

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Summer Edition

July 2025



Discover DIY Learning

Summer is the perfect time to discover and embrace your curious and creative side. You may have heard of Do It Yourself (DIY), but have you ever associated it with learning? DIY isn't just about house projects and crafts, it's a mindset. Whether you're building a new habit, tackling a stretch goal, or simply trying something fun and fresh, this is your reminder that

learning doesn't have to be formal to be meaningful.

In this edition of **The Training Post**, we want to inspire your DIY exploration 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 vibrant time of year, explore and try something new at your own pace.

“

Creativity is intelligence having fun.

– Albert Einstein

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.

MS Excel Essentials - Mercer County Community College (MCCC)

July 31, 2025

Family Medical Leave Act (FMLA) - MCCC

August 6, 2025

MS Excel Intermediate - MCCC

August 20, 2025

**Managing Hybrid Teams with C.A.R.E.*
- Virtual Instructor-led Class (VILT)**

Two-day class - Sept. 9 & 10 (9:00 a.m. - 12 p.m.)

*Register for the OneDrive/OneNote/Teams course and master the tools that help hybrid teams thrive!

OneDrive/OneNote/Teams* - VILT

Two-day class - Sept. 16 & 17 (9:00 a.m. - 12 p.m.)

*Learn about Microsoft tools that will help you collaborate, communicate, and stay organized in any work environment.

NJ Supervisory Training Empowering Performance (NJ STEP)

September 9 - October 21 - MCCC

September 10 - October 22 - Camden County College
Cherry Hill Campus

September 17 - October 29 - County College of Morris

September 25 - November 6 - MCCC

MS Excel Advanced - MCCC

October 15, 2025

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



Training Advocate Spotlight

Robert Greitz

Based on favorable reviews, Mr. Greitz plans to send all Ocean County supervisors to NJ STEP within the next 18 months.

Robert Greitz, an attorney specializing in labor and employment law, previously provided oversight on labor and personnel issues and now serves as Director of Employee Relations for Ocean County.

Mr. Greitz's expertise in labor relations prepared him for his current role overseeing labor, personnel, and training matters for over 2,000 county employees.

In his capacity, Mr. Greitz became a catalyst for employee development. His assessment of departmental efficiencies revealed a gap of new supervisors lacking awareness of supervisory "dos and don'ts." His discovery highlighted the need for specific training that focused on leadership fundamentals.

After exploring training options, Mr. Greitz learned that the NJ Supervisory Training Empowering Performance (NJ STEP) Program was a viable solution. To evaluate the program's effectiveness, the county "sent an initial cohort of 24 supervisors through the NJ STEP program." Favorable reviews from new and experienced supervisors affirmed Mr. Greitz's decision that the NJ STEP Program was the best training solution. He shared that "following the initial feedback,

the county embarked on a plan to send more supervisors" through the program, noting that "approximately 150 supervisors have attended the training, with plans to send all supervisors through the training program within the next 18 months."

Proven to be equally valuable for seasoned supervisors, Mr. Greitz noted that "employees who have been supervisors for 10 or 15 years indicated that the lessons learned [in the NJ STEP Program] had been helpful," with participants incorporating newly acquired concepts "into their daily responsibilities."

The NJ STEP Program's universal appeal has set the Ocean County on a training path that engages, encourages, and ensures optimal performance from supervisors at all levels.



DCA has approved NJ STEP for 8 CEUs for some local government officials who hold certain certifications.



Organizing Your Digital Workspace

Although there are various tools available to organize your favorite websites, Microsoft Edge offers a seamless approach to organizing and bookmarking your favorite sites, as well as saving them as apps for easy access.

Saving a Website as an App

Saving a website as an app allows for quick access and a distraction-free experience. To save a website as an app, navigate to the website that you want to save as an app:

- 1 Click on the *ellipsis menu* (three dots) in the upper-right corner of the browser to open the menu.
- 2 Scroll down to *Apps*.
- 3 Select *save this site as an app*.
- 4 A pop up will state – *Install this site as an app*. Select *Install*.

- 5 The website will be installed, and you can then pin the app to your taskbar or start menu for quick access.

Organizing with Collections

Collections provide an organized streamlined browsing experience allowing you to easily return to a previous website. To start a collection, ensure you are on the web page that you want to add to the collection.

- 1 Select *Collections* in the upper-right corner of Microsoft Edge and click on *Start New Collection*.

- 2 When you are ready to start a collection:
 - a. Select *Add current page* to save the current webpage.
 - b. You can also add images or selected text to the collection.

Saving websites as apps and organizing with Collections provides an organized approach and enhances productivity while keeping all your projects for work or home in order.



The BUZZ

DIY Leadership

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. The DIY mindset is an invaluable trait in leadership, and New Jersey has gone to great lengths to foster it in the State workforce, especially among up-and-coming civil servants.

New Jersey is inculcating a DIY mindset in the next generation of public service leaders through a strategic focus on internships, mentorship, and leadership development. Workers who are self-directed and capable of autonomous problem-solving are valuable assets and remain highly sought in the job market. Attracting these workers to civil service is important, but developing them is even more worthwhile. Here’s how the State is preparing a more independent-minded workforce:

Internships Serve as Talent Pipelines

Internships introduce students and graduates from diverse fields to

careers in public service. Interns gain hands-on experience, work alongside professionals, and contribute to meaningful projects across departments. Many go on to secure full-time roles, making internships a key entry point into New Jersey’s public sector workforce.

Mentorship Connects Generations of Public Servants

Mentorship by experienced professionals helps preserve and transfer institutional knowledge to new employees and interns. These relationships provide valuable guidance and support, helping mentees develop critical thinking, communication, and leadership skills as they navigate new roles.

Leadership Programs Prepare Employees for Success

Programs like NJ STEP, Leadership Education and Development (LEAD), and the Certified Public Manager (CPM) Program prepare professionals and managers to expand their leadership and supervisory skills. These programs build self-awareness and focus on ethics, delegation, strategic thinking, and decision-making, equipping employees to lead effectively.

By expanding access to internships, mentorship, and leadership programs, the State fosters a more inclusive, future-ready workforce enriched by diverse perspectives and experiences. This strategic investment positions New Jersey to better serve its citizens and the evolving needs of public service.

ePAR Insider: DIY for Better ePAR Outcomes



Improving your ePAR outcomes begins with a commitment to self-driven growth, particularly in skills that will assist with career advancement. Exceptional skills in areas such as communication, emotional intelligence, adaptability, time management, and problem-solving not only enhance daily interactions but also play a pivotal role in performance evaluations. By actively developing these abilities, you can better address challenges, collaborate effectively, and contribute positively to your organization’s success.

As the summer unfolds, seize the opportunity to invest in your professional development. With a CLIP All-Access Pass, you can explore a robust selection of courses in the Learning Management System (LMS) that focus on these essential skills.

By proactively enriching your skill set, you position yourself for improved performance evaluations and greater career development. Remember, the journey to professional excellence begins with a single, self-motivated step.



What is the most popular DIY project in New Jersey?

A. Raised garden bed B. Fire pit C. Painting D. Greenhouse E. Chicken coops
(see p. 6)



Channel DIY (Do It Yourself) Motivation

Work and DIY projects both demand ownership of tasks, problem-solving, learning new skills, and a willingness to tackle challenges. Yet, only 31% of U.S. employees feel engaged in their work, while 77% of people say they enjoy DIY projects (Gallup, 2025; Walborn, 2025). These statistics raise an important question: how can we experience the same level of engagement in our work that we feel with DIY projects?



Knowing how your work contributes to a larger purpose can boost motivation as Hackman and Oldham explain in their Job Characteristics Model (1976). With DIY projects, this is easy. While hammering away on a new deck, it is easy to stay motivated by picturing yourself enjoying your morning coffee outdoors. At work, however, that kind of inspiration doesn't come as naturally, especially when you're performing routine tasks. However, when you consciously connect your tasks to a larger goal, such as helping a family receive essential housing services through the budget you're managing, your engagement is likely to increase.

Self-actualization is also a motivator, according to Maslow's Hierarchy of Needs (Theresa, 2022). With DIY projects, like mastering calligraphy or rebuilding a Chevy 350 engine, personal growth is obvious. However, growth from work skills, like enhanced organization from managing a Teams calendar, often go unnoticed and feel less motivating. Thus, recognizing how your tasks contribute to personal development can boost engagement. For example, consider that report writing will enhance your formal writing skills or that taking meeting notes will build your summarizing

skills. When you view work tasks as a chance for growth, you're more likely to feel motivated.

Autonomy also increases motivation, as described in the Self-Determination Theory (Cherry, 2024). With DIY projects, you pick the paint, choose your tools, and set the timeline; independence keeps you engaged. However, at work, autonomy opportunities aren't always as obvious and can be overlooked. But if they are identified, they can be valuable for increasing motivation. For instance, within deadlines you might choose how to prioritize tasks; if a suggested process isn't efficient, you might propose a better one; and if a problem arises, you might decide how to solve it. Recognizing choices like these will help you feel more in control, and by identifying where you have autonomy, you can stay more engaged.

If you're struggling to stay motivated at work, begin by focusing on purpose, self-actualization, and autonomy.

Signature Blends

(*available with a CLIP All Access Pass)

*Keeping a Hybrid Workforce Connected

Classroom Complement: **Managing Hybrid Teams with C.A.R.E.**

*Coping with Change Learning Burst

Classroom Complement: **Navigating Through Change**

*Microsoft Excel 365 Essentials by Simon Sez IT

Classroom Complement: **Microsoft 365: Excel Essentials**



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.



World Listening Day



[Listen to Learn](#)



National Wellness Month



[How the Food You Eat Affects Your Brain](#)



International Day of Sign Languages



[American Sign Languages for Everyone](#)

LMS Barista

DIY Learning: Build Your Skills, Your Way

This summer, take control of your growth with a "DIY Learning Project"—a self-directed way to develop new skills, explore interests, and achieve your goals. Just like any DIY project, you get to choose what to build and how to build it.

The LMS is your toolbox of courses, learning paths, and resources to support your professional development.

1. Explore topics that interest you.
2. Set weekly learning goals.
3. Track your progress.
4. Create an LMS collection of your completed training to journal your DIY development plan.

Start your DIY summer learning journey!

Writing @ Work

Renowned novelist and poet, Margaret Atwood, quipped... “A word, after a word, after a word, is power.”

At first reading, Atwood’s message may be interpreted as the long-standing adage that, in writing, “practice makes perfect.” However, her message conveys a more profound meaning.

Another takeaway from Atwood’s statement is that each time we perform a writing task, we are simultaneously (and perhaps subtly) learning more about our writing skills and becoming more adept writers in the process.

However, as with other worthwhile endeavors, there is more within reach. In this instance, we may start with the following question: How can I further develop my business writing skills?

One succinct answer we may consider is to “proceed with the purpose.” The following are “purposeful” ways to practice and amplify your writing skills:

Write a daily or weekly journal

Create a chronicle of scenarios, events, and/or questions that you want to contemplate and explore further.

Practice free writing

Consider a topic that interests you and see how much you can write about it – on an ongoing basis.

Make it a routine

Catch up with distant friends and/or family by writing biweekly or monthly letters.

Write and submit opinion articles

Submit articles to your local newspaper about topics and/or issues that interest you or that you find concerning.

Read as often as you can

This is a way to learn and adapt author’s techniques to amplify your writing.

So, as your next business writing task approaches, consider it from the standpoint of another opportunity for you to practice and “flex” your writing power.

If you’re interested in learning more, please register for our [Business Writing](#) class.



Congratulations to
Arpita H.
from Department
of the Treasury

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

Thank you to all of our
Spring “Question Corner”
respondents.

Spring Question:
What does being a
public service employee
mean to you?

Spring Responses



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Question Corner

Summer Question:

What is your summer DIY project?

Respond >

Respond to be entered into our FREE Training Drawing. By submitting to the Question Corner, you are authorizing CLIP to publish your response.



State of New Jersey

Governor Phil Murphy | Lieutenant Governor Tahesha Way, Esq.

Civil Service Commission

Chair/Chief Executive Officer Allison Chris Myers

Did You Know?:

The Department of Community Affairs has approved the NJ STEP Program for 8 contact hours as follows: CMFO/CCFO, office management and ancillary subjects; CTC, general/secondary; CPWM, management; RMC, professional development; QPA, office admin./general duties.

Trivia Answer

Correct Answer: C. Painting

Chrysti Neuman-Luna. "Re: Website Info Verification". Received by Allison Hadley, Ph. D. Content Strategist/Media Relations Digital Third Coast, 12 June 2025

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