Special Edition

Unlock Opportunities with Learning

Professional Growth and Skill Development

Knock, knock…Come on in! Welcome fall! Our doors are always open; walk the halls of knowledge and expand your bandwidth to **LEARN** - (**L**isten, **E**xplore, **A**bsorb, **R**eflect, and **N**etwork). During the month of October, CLIP is excited to observe National Learning and Development Month again. Throughout the month, we will provide various training activities and resources to help support your professional growth and skill development.

In this Special Edition, we feature two articles (with an LMS symbol) that have a free complementary microlearning course available in the NJ Learning Management System (LMS). Additionally, in this newsletter we want you to magnify your knowledge with our featured training and development options, professional growth advice, and beneficial updates and tips for the LMS and ePAR.

Over the next few months, unlock your potential, and open doors. Remember, you hold the key to your success.

> "
> *Doors of opportunity don't open, they unlock; it is up to you to turn the knob.*
>
> *– Lili Taylor*

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. Business Objects 4.3 HR Novice - *Civil Service Commission (CSC)*
10/8 & 10/9

2. The Conscious Workforce: Preventing Harassment and Discrimination - *Mercer County Community College (MCCC)*
10/22

3. Emotional Intelligence Fundamentals Inaugural Class - *MCCC*
10/1

4. LEAD - *MCCC*
11/7 & 11/14

5. NJ STEP
County College of Morris - 10/1 - 11/26
Camden County College - 10/30 - 12/18

6. Public Speaking - *MCCC*
11/13 & 11/14

7. Supervisor Success Series (S3) - *MCCC*
10/9 - 10/23

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

Learning and Development Month: October 2024

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 **Generational Genius: Thriving in a Multigenerational Workplace** 12:00 – 1:00 (Chinor Lee – CLIP Instructor)	2 **Emotional Intelligence: A Key Contributor for Your Professional and Personal Growth** 12:00 – 1:00 (Bertha Robinson – CLIP Instructor)	3 **Book Club Discussion: Who Moved My Cheese?** 12:00 – 1:00 (Dr. Sheila Perkins – CLIP Instructor)	4
Skill Building Week Explore topics that align with your professional & personal development interests.	7	8 **ePAR Users Info Session: Quick Navigation** 11:30 – 12:30 (CLIP Team)	9 **Demystifying AI** 12:00 – 1:00 (Xavier Hughes – Office of Innovation)	10 **LMS Users Info Session: Quick Navigation** 11:30 – 12:30 (CLIP Team)	11
Compliance Week Focus on completing any mandatory training assignments on your LMS Plan.	14 **HOLIDAY**	15 **ePAR Admins Info Session: Your Responsibilities** 11:30 – 12:30 (CLIP Team)	16 **Strategies for Effective Bystander Intervention** 12:00 – 1:00 (Elissa Zylbershlag- DCR)	17 **LMS Admin Info Session: Assigning and Analyzing Training in the LMS** 11:30 – 12:30 (CLIP Team)	18
Workplace Wellness & Mental Health Week Take time to build your mental and overall wellness awareness.	21	22 **Healing and Awakening Through Creativity** 12:00 – 1:00 (Forge Health)	23 **Building Mental Fitness** 12:00 – 1:00 (Tim Gallagher - DHS)	24 **Mental Wellness Symposium** 12:00-2:00 (EAS Sponsored)	25
Closing Week Reflect on the learning you accomplished this month.	28 **National Learning & Development Closing Video Message**	29	30	31	

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.

CLIP Contacts:

Need assistance **registering** for a class? cliptraining.support@csc.nj.gov

Need assistance with an **LMS** system issue? clipelearning.support@csc.nj.gov

Philip Eggert

Philip Eggert's public service career with the Casino Control Commission (CCC) spans twenty-three years. From his start as a field gaming inspector, Mr. Eggert progressed to the role of Procurement Analyst in the Budget and Fiscal unit. He later advanced to a Program Supervisor 3 and Supervisor of HR and Administrative Operations in Human Resources. In his current vocation, Mr. Eggert serves as the Agency Training Coordinator (ATC) overseeing training compliance and assigned training to address skills development and performance gaps. Mr. Eggert conveyed that CCC's commitment to employee development is the impetus for the agency's robust use of the Learning Management System (LMS). Mr. Eggert related that CCC's "management team has always valued employee development." He stressed that "we continue to purchase CLIP All Access Passes to ensure [staff] have [training resources] at their disposal."

To illustrate the prominence of training within CCC, Mr. Eggert mentioned that they have previously "designated an agencywide training day when employees would set aside time to complete online training." He noted that "the LMS is a critical compliance and training tool used to ensure the staff completes all mandatory statewide training, such as workplace violence and ethics training."

He also noted that during National Learning and Development Month, there will be a "reboot to initiate new training" and encourage completion of previously assigned or self-selected trainings.

It is Mr. Eggert's adaptability that continues to equip him with a broader perspective on how to meet employees' needs.

"The LMS is a critical compliance and training tool…"

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.

DID YOU KNOW?

8 in 10 people say learning adds purpose to their work.

TECH TIPS

LMS

Understanding Realities

Although Extended reality technologies (Virtual, Augmented, and Mixed realities) are not new, they seamlessly blend into our everyday lives. Here is an overview of VR and AR.

Virtual Reality

Virtual Reality (VR) is a computer-generated, 3D environment which immerses the user in a digital world. In this world, users experience 'telepresence' using motion sensors and tactile feedback devices.

In a typical VR experience, a headset envelopes your eyes and ears blocking out the physical world and projecting you in a completely different realm. Because this digital world is 360 degrees, when you move your eyes and head around, the image on the display changes your perspective as in real life.

Virtual Reality is widely used in training, design, and medicine. An example of VR for PC use is Google Earth VR.

Augmented Reality

On the other hand, Augmented Reality (AR) is text, graphics, or video that is overlaid on the real world and viewed on any display device. Unlike VR that covers your entire vision, you are still able to interact with the real world.

You've probably used AR and not realized it. Some common everyday examples of AR are Snapchat filters enabling users to overlay fun designs on their faces, retailers using AR software to visualize how furniture would look in your home before purchasing, and watching sports live and seeing the scores overlaid on the TV.

These digital worlds may overlap blurring the distinctions between them.

*Experience AR – scan the QR code and tap on the humming bird.

To learn about Mixed Reality, a combination of the real world with the digital, be sure to check out our microlearning video in the LMS entitled **"Understanding Realities: AR, VR, and MR"**.

The BUZZ

Learning & Development: The New Generations

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. As new generations enter the workforce, a focus on mentorship and professional growth will attract the top talent. In this edition, we discuss how recruitment and retention of young workers can be bolstered by a strong emphasis on continuous learning and professional development.

Generation Z is on the rise. As of this year, they are projected to surpass Baby Boomers' overall share of the US workforce. Generational boundaries can be murky and contested, but Generation Z is generally accepted to have been born between 1997 and 2012, making them fall between the ages of 12 and 27. As more and more of this group reach working age, recruiting talented individuals from among them to enhance the NJ state workforce will increasingly become a priority. Retaining that talent, even more significant.

It's a cyclical problem, refreshing the current with the new, but the solution is rarely the same. Much ink has been spilled detailing certain unique facets of Gen Z workers: more emphasis on job flexibility, greater social awareness, more concern for Diversity, Equity, and Inclusion (DEI) principles, and higher stress levels. Much less has been said about their greater focus on professional growth and counseling. More than any other age cohort, Gen Z workers seek out mentorship and career development opportunities from their employers.

This is an aspiration that should be rewarded and harnessed. When attracting new employees, it should be highlighted how much opportunity there is in NJ state government for learning and professional development. Employees can chart their own career course, acquiring new skills and competencies through training programs and classes as they see fit. In NJ, continuous learning and ongoing professional development are the name of the game. The state has nearly as much interest in maintaining a dynamic workforce as state workers do in ensuring their careers do not stagnate.

National Learning and Development Month is the perfect time to renew our commitment to continuous learning and make it clear to all current and prospective employees, whether they be of Generation Z or not. It is a time when we can showcase NJ's special knack for adapting and evolving – our ability to develop new capacities and surmount new obstacles. And as long as these things remain true, NJ will continue to be an attractive employment destination for people of all ages for many years to come.

DID YOU KNOW?

47% of companies invest in mentoring to retain employees.

ePAR Insider: The LMS - Your Key to Improved ePAR Outcomes

Improving your ePAR rating goes beyond increasing work output or job knowledge. A closer look at typical ePAR ratable factors reveals that many overall scores can be improved with the aid of training available in the Learning Management System (LMS).

Key skills (competencies) related to timeliness, customer service, communication, problem solving, and teamwork are typically reviewed in your ePAR; how you perform these key skills have an impact on your score.

The LMS provides a variety of courses to help develop these competencies. Take the initiative to improve. This is key to opening the door to professional and personal growth.

The 5 Keys to Make Learning Part of Your Daily Routine

A flooded inbox, packed calendar, and lengthy to-do list are just some of the tasks that occupy the typical workday. As a result, it's easy to become caught up in day-to-day responsibilities and forget about the benefits of learning on a regular basis.

1. Subscribe to Newsletters

Since you'll already be checking your inbox anyway, you might as well include a few newsletter subscriptions. There are thousands of companies or websites that provide free daily, or weekly, content. Look for ones that relate to your line of work or interests. This is a simple way to make learning more accessible as it will automatically enter your inbox and you won't have to go searching for it.

2. Be Present

Instead of daydreaming through a meeting or a conversation that might not seem relevant, be mindful of the possible learning opportunities right in front of you. Listen to what is being said and try to absorb as much as possible. Write down things you don't understand fully and research them later. Ask questions of the presenter and they will usually be enthused to share their knowledge.

3. Start a List

You might not always have time to look up a topic and read about it in the moment. Create a learning list. Write down unfamiliar words that you want to add to your vocabulary. Jot down concepts to research and learn more about. Add the name of a book you want to read. When you do have a moment of spare time, refer to the list, choose an area, and begin increasing your knowledge.

4. Use Different Mediums

Thanks to technology and its accessibility, learning is quite literally at our fingertips. You don't need to lug around an encycolpedia to increase your brain power. Websites and apps contain oodles of information on almost every topic imaginable. Listen to an audiobook or podcast while doing something else. Browse authorized online video sites if visual learning better suits your needs. Choose the method best for you.

5. Visit the LMS

Utilize the resources your employer provides and make time to regularly visit the Learning Management System (LMS). Content extends beyond mandated trainings; check out the variety of topics and learning material. There are in-depth courses that thoroughly explore a topic or quick learning bursts that can be completed in under 15 minutes. By making learning a priority, you will unlock a world of knowledge.

LMS Cafe

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

Global Diversity Awareness Month

Why Diversity Matters

October 7-11 National Customer Service Week Awareness Month

Smile! Customer Service

NOV

National Career Development Month

Lean Into Learning: Insight to Develop Your Career

DEC

December 10th - Human Rights Day

How to Apply Human Rights in Your Everyday Life

Signature Blends

(*available with a CLIP All Access Pass)

***Avoiding Discrimination: 5 Keys**
Classroom Complement: **The Conscious Workforce: Preventing Harassment and Discrimination**

***Foundations of Emotional Intelligence Learning Path**
Classroom Complement: **Emotional Intelligence Fundamentals**

***Microsoft 365 OneDrive: Beginner**
Classroom Complement: **Microsoft OneNote/OneDrive**

LMS Barista - Print a Certificate

Need to print a certificate for a course and don't know where to look? Certificate printing may be accessed on both your respective **Me** tab, and the **Progress History** section of any course with an attached certificate. With National Learning and Development Month kicking off soon, you can expect to find the certificates attached to the month's offerings under these respective sections. Don't let your proof of completion fall away!

Writing @ Work

Collaborative Business Writing LMS

Known for his contemporary perspectives, educator and author, Paul Solarz noted that, "collaboration allows us to know more than we are capable of knowing by ourselves."

To apply Solarz's ideal in the business writing context, we may consider that collaborative business writing has particular advantages that may take us steps further in our knowledge and application of business writing. So, while we may think about writing as a solitary endeavor, consider the following definition and benefits of collaborative business writing.

Collaborative writing is the process of developing a written work as a team.

Examples of business documents that may be developed collaboratively include:

- » Instructions
- » Processes
- » Proposals
- » Reports

Benefits of Collaborative Business Writing include:

- » **Accountability:** The spotlight is on each team member to contribute and do their part well.
- » **Collective Knowledge:** Each individual may contribute distinctive knowledge to develop a writing project.
- » **Decreased Errors:** Team members can check and correct each other's work.
- » **Innovation**: Collaboration can result in new ideas.
- » **Skill Enhancement:** Collaborative writers can improve their writing skill by learning techniques from each other.

If you want to learn more, check out our microlearning in the LMS entitled **"Collaborative Writing; Steps and Tips"**.

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:
Kayla Black
from DCF

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 go-to song on a road trip and why?

Summer Responses >

Click the icon to subscribe to The Training Post

Question Corner

FALL Question:

What career decision did you make that unlocked a great opportunity?

Respond >

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

Unlock
Opportunities
with Learning

State of New Jersey

Governor Phil Murphy | Lieutenant Governor Tahesha L. Way

Civil Service Commission

Chair/Chief Executive Officer Allison Chris Myers

Did You Know?

https://www.deel.com/blog/employee-development-statistics/

https://learning.linkedin.com/resources/workplace-learning-report#how

References

TechTips:

Bonsor, K. & Chandler, N. (2024, March 22). What is augmented reality? howstuffworks. https://computer.howstuffworks.com/augmented-reality.htm

Fisher, T. (2023, April 27). What is augmented reality. AR enriches perception with virtual elements in the physical world. Lifewire. https://www.lifewire.com/augmented-reality-ar-definition-4155104

Fisher, T. (2023, January 18). What is XR (Extended Reality)? XR describes virtual, augmented, and mixed-reality technologies. Lifewire. https://www.lifewire.com/what-is-xr-6951315

Lowood, H.E. (2024, August 16). Virtual reality. Britannica. https://www.britannica.com/technology/virtual-reality

Porter, M. E. & Heppelmann, J.E. (2017). How does augmented reality work? Harvard Business Review. https://hbr.org/2017/11/how-does-augmented-reality-work

Strickland, J. (2007). How virtual reality works. howstuffworks. https://electronics.howstuffworks.com/gadgets/other-gadgets/virtual-reality.htm