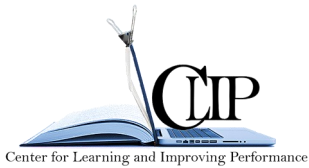


# The Training Post



It's October already; only two more months to go in this year. In our last edition, 2019, we chose legendary superheroes as our theme. Surely in your lifetime you have either admired someone famous or successful, or wanted to be described as such. While some people dream of being famous and successful, others put in the time and effort to make their dream a reality.

This edition of **The Training Post**, we will "wow!?! " you with related stories featuring training and development opportunities as well as professional growth advice. We will also share "incredible" Learning Management System (LMS) and ePAR updates to help you become a legendary public service superhero at work and beyond. As you reflect on the successes and lessons learned this year, do what it takes to finish the year in an "amazing" way. What will you do to bring out the superhero in you?

*"Positivity is a superpower." - Unknown*

**Quarterly Classroom Courses and Specials**  
*\*Please note that contract classes are available upon request.*

**New Releases**

- NJ Executive Development for Government Excellence (NJEDGE)**
- The Conscious Workforce: Preventing Harassment and Discrimination**
- Leading the Conscious Workforce: Preventing Harassment and Discrimination**
- ePAR Puzzle: How it All Fits Together**

**Trending Now**

- Business Writing**
- Business Objects 4.2 Novice and Intermediate**
- Leadership Education and Development (L.E.A.D)**
- Microsoft OneNote & OneDrive**
- NJ Supervisory Training Empowering Performance (NJSTEP)**
- Principles of Investigative Interviewing and Reporting (PIIR)**
- Supervisor Success Series (S3)**
- Techniques for Improving Performance Series (TIPS)**

**View CLIP's Fall Training Bundles**

Please visit our website at  
[www.nj.gov/csc/employees/training](http://www.nj.gov/csc/employees/training).  
 For training inquiries,  
 contact [CLIPTraining.Support@csc.nj.gov](mailto:CLIPTraining.Support@csc.nj.gov).



*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.*

In this edition, we spotlight Janice Swierczek who has spent 22 years as the Training Coordinator at the Department of Labor and Workforce Development (NJLWD). An integral part of the NJLWD training staff, Ms. Swierczek is responsible for coordinating training that addresses employees' development and training needs. In addition to her Training Coordinator role, Ms. Swierczek also serves on the Certified Public Manager (CPM) Advisory Board. In this capacity, she fulfills a crucial role by making recommendations about the program's administrative activities.

Reflecting on the importance of employee development, Ms. Swierczek commented that, "training plays a critical role in developing, sharpening, and refreshing our employees' skills as identified in the ePAR." She noted NJLWD's emphasis on employee development by stating, "our department utilizes ...the Civil Service instructor-led training as well as LMS online learning as a dual approach to strengthen employee engagement, retention, and performance improvement."

Employees' training pursuits range from entry level to managerial. Ms. Swierczek indicated that the Techniques for Improving Performance (TIPS) Program can be advantageous for departments. She emphasizes the program's importance by stating that it "provides instruction in primary workplace skills."

Ms. Swierczek conveyed that it is crucial that people in her profession be receptive "to new ideas, new information, and new possibilities."

## #TECH TIPS



### 4 Cell Phone Safety and Privacy Tips

Breached internet security is among the top hazards facing individuals today. With the rise of internet-enabled mobile devices across the world, it's no surprise these portable electronics have become the primary target for cyberattacks. Here are 4 easy steps to take to manage your privacy and safety when using your cell phone.

#### 1. Create a passcode.

A passcode will make it difficult for someone to access your accounts or install malware. The passcode would also help in the event your phone is stolen or lost. Most phones simply require a 4-digit code, but other phones will allow you to create a more complex passcode.

#### 2. Turn off location sharing.

Many phones have a GPS that can identify your general or exact location. With this feature, several applications may gather and share your location information. In your "settings" menu, select which applications may access your location or disable the location setting.

#### 3. Review the apps you download.

Delete unfamiliar applications on your phone. Some apps may access private information or monitor a program that someone secretly installed.

#### 4. Turn off Bluetooth when not using.

Bluetooth allows your phone to communicate with other devices. If accessed by another individual, it may be misused to access your information or intercept your calls. Disable the Bluetooth on your phone and turn it on only when you need to connect with another device.

#### References:

National Network to End Domestic Violence, Safety Net Project (2014). "12 Tips on Cell Phone Safety and Privacy." Retrieved from: [techsafety.org/12tipscellphones](http://techsafety.org/12tipscellphones)

## Fun Fact

The word "brainiac" comes from the 1950s Superman villain of the same name, and was quickly brought into modern day vernacular.

## The Buzz...



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" on various professional developmental themes. In this edition, we consider four brain superpowers to apply in the workplace as well as everyday brain-strengthening exercises.

### The Superpowers of our Brains

"With great power, comes great responsibility." How does this often quoted, Spider-Man phrase apply to the workplace and professional development? According to neuroscientist and executive coach, Tara Swart, superpowers might not be just for superheroes anymore. Swart explains that workplace success may be achieved with four brain superpowers:

**Neuroplasticity** - stretching your brain to make more neuron connections, by exposing yourself to new learning experiences that push your boundaries

**Brain Agility** - switching seamlessly among different ways of thinking

**Mindset Mastery** - continuing to move towards growth and avoiding a fixed mindset, i.e. opening your mind

**Simplicity** - practicing mindfulness and reducing non-critical decisions in life that drain your brain power

How might you apply these brain superpowers to your everyday tasks and professional growth?

You can exercise your brain just as you would exercise your muscles to become stronger. An online magazine, To Your Health, suggests everyday activities that exercise your brain. Having a conversation, reading a book, playing games, and working with numbers will stimulate those brain neurons and strengthen your mental fitness.

These practices will also help thwart that evil workplace nemesis, lack of focus. By applying the four brain superpowers and dedicating time to "brain build", you can successfully fulfill your work responsibilities. You will challenge and evolve your professional development, accomplish your agency's mission, and work toward the "greater good".

#### References:

Buchanan, Leigh (2018 February). Retrieved from: [inc.com/leigh-buchanan/4-brain-superpowers-you-need-to-be-a-successful-leader.html](http://inc.com/leigh-buchanan/4-brain-superpowers-you-need-to-be-a-successful-leader.html)

Treat Your Brain Like a Muscle: Exercises It. To Your Health. (2013 October) Retrieved from: [toyourhealth.com/mpacms/tyh/article.php?id=1885](http://toyourhealth.com/mpacms/tyh/article.php?id=1885)



## **Unleash Your Superpower**

*When people think about superpowers, images of men and women in capes defeating villains and protecting the city is what usually comes to mind. But, they are not the only ones working hard to save the day. Workplace superheroes may not go to work wearing capes, but they are super and resourceful at conquering obstacles and deadlines. Learn to tap into your workplace superpower and you can be a true hero to your organization, co-workers, and the communities you serve.*

### **Everyday Workplace Superheroes: Which superhero are you?**

**Confidence Boosters.** Regardless of the situation, these superheroes remain calm, cool, and collected. They are fast to reassure everyone that the job will get done. Their ever-present positivity helps keep stress at bay and they are the go-to people for a quick workplace pick-me-up.

**Tech Superstars.** These superheroes have a tool for every task that helps them get the job done in style. They make sure to apply the appropriate amount of technology to everything they do. They are the first people to go to if you are having computer trouble; they have saved many “lost” files.

**Problem Solvers.** There isn’t a problem that they can’t fix, and they anticipate potential setbacks before it is too late. Rather than accepting the status quo, they are constantly trying to proactively improve the workplace environment. They can always be counted on for generating possible solutions.

**Shape Shifters.** Don’t blink or you may miss them. These superheroes may be seen buzzing by performing many different tasks around the office - all of which they do with ease. They always seem to be in the know. Anytime you need an extra hand, you can count on them to help with whatever the task might be.

### **References:**

Entis, L. The 10 Types of Superheroes in Every Office. Which One Are You? Entrepreneur.com. December 18, 2015. Retrieved from: [entrepreneur.com/article/254179](http://entrepreneur.com/article/254179)



## **I N S I D E R**

*In each edition of **The Training Post**, ePAR Insider readers can expect to see relevant news and helpful tips about the PAR program and the Electronic Performance Assessment Review (ePAR) system.*

### **How to handle a Performance Assessment Review (PAR) when an Employee is on Leave**

Employees on approved paid or unpaid leaves of absence have certain job protections, specifically under the Family and Medical Leave Act (FMLA). FMLA is a federal law granting eligible employees leave for certain family and medical reasons, without the leave having a negative impact on an employee’s employment, promotional opportunities, or performance assessment review (PAR). Typically, in the PAR process, a Rater assesses an employee’s performance twice over a course of a 12-month rating period. However, an extended leave of absence during any point of the rating cycle may impact a Rater’s ability to assess performance. To avoid penalizing an employee on an approved FMLA-protected leave, evaluation ratings should not factor the time an employee was absent. This may require adjusting yearly performance expectations and rating the employee for performance during the time he/she was at work. A Rater should schedule a face-to-face meeting when an employee returns from leave to jointly discuss a fair evaluation. Evaluation ratings should never be signed and processed by a Rater on behalf of an employee who is on leave. If a Rater has questions about this ePAR process, they should contact their agency’s Office of Human Resources.



Please contact [ePARHelp@csc.nj.gov](mailto:ePARHelp@csc.nj.gov) for any questions.



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. Check out the **What's Brewing** section for highlighted new online course releases, the **Barista** section for useful system updates to help administrators better serve their LMS community, and **Signature Blends** for a list of recommended online courses that complement our classroom training.

**\*Please note only users with a Skillsoft® subscription can access most content outside of mandatory courses.**

## What's Brewing

### FEATURED COURSES

New Jersey SANS Security Awareness 2019 (updated) (LMS)

New Jersey Workplace Violence: Recognize, Prevent & Report 2019 (LMS)

### LMS Barista



### LMS Admins Managing Users

Having trouble finding a user's account? Try these helpful hints! If the user is a current employee, their account may have been archived. To reactivate the account, navigate to the User Manager, open "Advanced Search"

and remove the "Active" filter from the status field and then search for the user. Open the user's account and click "Activate Now." If the user was transferred from another department, their PMIS Personnel Information account should be updated to the correct appointing authority. If the user is a new hire, their account needs to be setup in the following source systems: PMIS - Personnel Information, NJ DIRECT - With an email address and ePAR - with a supervisor assigned to the account. The nightly update/feed will create an account and a system generated authorization code will be sent to the user.

For more useful resources check out the online [LMS Assistance](#) page.

## Signature Blends

### 1. Troublesome Words & Phrases: Common Usage Mistakes in Writing\*

Complementary Classroom Training: **Business Writing**

### 2. Establishing Team Goals and Responsibilities, Using Feedback

**Effectively\*** Complementary Classroom Training: **NJ STEP**

For LMS inquires, please contact [CLIPeLearning.Support@csc.nj.gov](mailto:CLIPeLearning.Support@csc.nj.gov)

To subscribe to **The Training Post**, please click the link below.

## [Newsletter Mailing List](#)

If you have questions or suggestions for topics you would like to see **The Training Post** feature in an upcoming newsletter, email us at [Trainingfeedback@csc.nj.gov](mailto:Trainingfeedback@csc.nj.gov).

## Writing @ Work

### Be Famous for Being Factual

The writer Robert James Sawyer remarked that, "the heart and soul of good writing is research...". Workplace writing may involve different types of research – reviewing document files is one example. Another common research practice is accessing internet sources for information. A significant aspect of using internet content is evaluating its reliability. Whether composing an email or writing a letter, verifying research to convey factual information is important for individual and organizational credibility - expressed another way, "we are what we write". So, let the precision of your writing make you and your organization legendary.

### Tip – Research and Verify

The online infosphere is rife with misinformation. To avoid including incorrect and/or subjective information in your writings, ask the following questions to check the validity of your internet sources:

1. **Authority** – Does the site include information about the author's expertise about the topic?
2. **Accuracy** – Does the site include weblinks to verify the author's stated facts?
3. **Objectivity** – Does the author's content contain his/her opinions?
4. **Coverage** – Does the author substantiate and/or update other information you've read?

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

## Question Corner

### Fall Question:

Who is your personal hero?

[\(Click here to respond\)](#)

**\*Respond to be entered into our "Free Single-day Training" drawing - \$159.00 value!**

By submitting to the Question Corner, you are authorizing CLIP to publish your response.

### Summer Question:

People travel from all over to visit New Jersey's spectacular beaches. Which New Jersey Shore town is your favorite?

Thank you to all of our summer "Question Corner" respondents. Congratulations to **Stacia Burger** from the NJ Department of Health! You have been selected to receive the "Free Single-Day Training".

## Summer Responses

Click on Summer Responses to view all the responses.