



# The Training Post

[www.nj.gov/csc](http://www.nj.gov/csc)

Winter Edition

January 2023

## Renew, Rejuvenate, Develop

### Out with the old, in with the new. Happy 2023!

With the start of a new year, we tend to set resolutions that mark this new beginning even if we know we'll likely lose steam halfway through the year. However, there is something to this annual ritual. It's an opportunity to reboot and reframe our plans so we get closer to a goal or even achieve it. So, take this time to shed any obstacles that have held you back and renew your resolve.

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

“

We must always change, renew, rejuvenate ourselves; otherwise we harden

- Johann Wolfgang von

Goethe

### New Releases >

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

**Business Objects 4.3 HR Novice**  
2/14 and 2/15  
Civil Service Commission

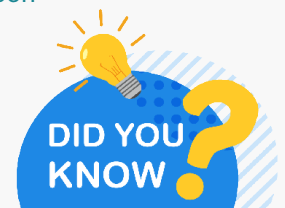
**Business Objects 4.3 Fiscal Novice**  
2/7 and 2/8  
Civil Service Commission

**NJ STEP**  
Tuesday's: 2/7; 2/14; 2/21; 3/7, 3/14; 3/21; 3/28  
Mercer County Community College

**HR Horizons**  
Starting April 2023  
Mercer County Community College

**Public Speaking**  
Dates Coming Soon  
Mercer County Community College

**Workplace Diversity and Inclusion (VILT)**  
Zoom  
Dates Coming Soon



January 24th is International Day of Education

Please contact [CLIPTraining.Support@csc.nj.gov](mailto:CLIPTraining.Support@csc.nj.gov) with any registration or program inquiries.



## Training Advocate Spotlight

### Kristal Walker

Kristal Walker, Training Administrator of the Department of Transportation (DOT), started her career at the department as a Personnel Trainee. During her tenure as a Trainee, Ms. Walker acquired the knowledge and skills necessary for her promotion to Training Administrator in 2021. In her current position, Ms. Walker oversees the training staff, departmental Training Liaisons, and a myriad of training programs that provide “equitable distribution of meaningful learning opportunities for all employees.” Ensuring new employees’ preparedness when starting at DOT, a mandatory training bundle is assigned through the LMS, within two weeks of hire, as part of a two-day training orientation. On-the-job learning, mentorships, and formal training efforts encourage an ownership stake in pursuing training opportunities that will support departmental operations and provide employees a path for advancement.

As DOT’s Agency Training Coordinator (ATC), Ms. Walker instructs other departmental Training Coordinators on how to optimize use of the LMS to meet the training needs of employees in their division. Use of the prescriptive rule feature provides an efficient means of assigning and monitoring employees’ progress with on-line training. The LMS also acts as a repository for employee training records.

Cultivating employees for a supervisory position, Ms. Walker noted “CSC CLIP trainings... that have had significant impact on DOT are [NJ STEP](#), [Business Writing](#), [Taking Flight with DISC](#), [Microsoft Suite Courses](#), ... [Supervisor Success Series \(S3\)](#), [EEO Certificate Program](#), [Customer Service](#), and [Business Objects](#).”

Undoubtedly, Ms. Walker’s awareness of DOT employees’ development and training needs makes her a Training Advocate.

“Equitable distribution of meaningful learning opportunities...”

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.



### Generating Better Internet Search Results

3.5 billion!

That’s how many search queries Google processes daily (InternetLiveStats.com). And, just one search term can return thousands of irrelevant results. Following these tips will refine your search and retrieve the results you want.

#### 1. Use the Appropriate Search Engine

There are different search engines available for specific purposes. If you need an audio file, try *Audio Micro*. Searching for an academic article? Use *Google Scholar*. Looking for statistical data? Try *Wolfram Alpha*. Use the appropriate search engine to find the information you need.

#### 2. Use Specific Search Terms

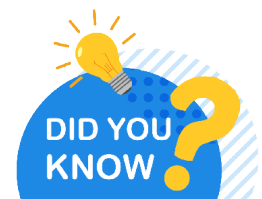
Search terms are the words you enter in the search engine and will impact the results that are returned to you. You will not find the results you are looking for without specific

search terms. If you’re searching for information on the **history of cellphones**, type **history of cellphones** rather than **cellphones** in the search engine.

#### 3. Refine Your Search with Quotations Marks

When you want information with the exact words and order as your search terms, use **quotation marks (“”)**. For example, if you want information about endangered species in South America, type “endangered species in South America” in the search engine. Then, only web pages with the words “endangered species” in South America will be displayed.

A world of information is available at your fingertips. A simple change may be all that’s required to locate the relevant information you need.



February 1st is National Freedom Day

# The BUZZ

## Reclaiming Your Attention



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.

Have you ever been out walking, maybe on a jaunty afternoon stroll or a quest for lunch, and caught sight of something glimmering in the sunlight out of the corner of your eye? Then, upon investigating, you discovered it was a 16-ounce bar of 24 karat gold discarded into the gutter? Neither have I. Nearly thirty thousand dollars of gold would never be handled so carelessly. The better question is why can't the same be said of a much more valuable commodity: our attention?

We can train our brains and improve our attention. There are two tools that are hot topics in the world of wellness: **Mindfulness and Relaxation-Response**.

Dr. Ellen Langer, a professor at Harvard University, said, “Mindfulness is the simple process of noticing new things about the familiar. When we notice actively, we become sensitive to perspective and change.” She points out that

“certainty is mindless” and will cause us to stop paying attention.

Practicing mindfulness can help us stay in the present, and it all starts with our breathing. Dr. Suzanne Westbrook says breathing is “where we can rest and settle our minds.” Being mindful can lower stress levels, ease depression, and improve well-being.

A simple way to achieve a “mindful moment” is to follow these **4 steps**:

1. **Sit** on a straight-backed chair or the floor
2. **Focus** on your breathing
3. **Expand** your focus on sounds, sensations, and ideas
4. **Embrace** these things but do not judge them. If your mind begins to race, re-focus on breathing. Then try to expand again.

Another tool is the Relaxation-Response method. This is slightly different than the

practice of mindfulness. You deliberately tense muscles, become aware of the tension, deliberately relax the muscles, and acknowledge the relaxed feeling. This tool is all about change and control to reduce stress where mindfulness is about awareness and acceptance. To perform this method, do the following:

1. Lie in bed or sit in a comfortable chair
2. Systematically tense each body area from head to toe
3. Then deliberately relax the area

Dr. Richard Davidson of the University of Wisconsin-Madison likens developing our well-being to “a kind of mental hygiene.” Try each method to see which works best for you. Consistency is key. Do them several times a day, if possible. Your attention isn't a renewable resource so treat it with respect and handle it with care. It's more valuable than all the gold in the world.

## ePAR Insider: Reflect and Recharge Your Evaluations



Have you ever noticed the silence after a snowfall? It's winter, a time to reflect and grow, and a time to re-think your ePAR evaluations. In the quiet landscape, consider constructing a pre-evaluation questionnaire where your team can answer questions such as: What aspects of your job do you perform really well? What are some of the

things you need to improve upon? What tools/resources will help you perform better? What projects are you most proud of? Engaging your employees to be a part of their evaluation enables an ePAR to be much more than an aggregate number. It can also serve as direction and motivation for you and your rates for the cycles ahead.



This woman became New Jersey's first female attorney general and first woman to serve as Chief Justice on the NJ Supreme Court? (see p. 6)

- |                   |                       |
|-------------------|-----------------------|
| A. Wynona Lipman  | B. Marie Garibaldi    |
| C. Deborah Poritz | D. Mary Teresa Norton |



# Professional Development Toolkit



## Rejuvenate for the New Year

The ending of one year and beginning of another can be overwhelming and tiring. However, the promise of a new year ahead brings plenty of opportunity for personal refreshment and professional rejuvenation. Follow these tips to ring in 2023 with a feeling of calmness and readiness.

### Let Go

Make a conscious decision to let go of the things that do not serve your best interests. You will mentally feel better by choosing only positive people and things to surround yourself with, and your work will reflect it.

### Unsubscribe

Inboxes are often cluttered with advertisements and emails that serve no purpose and end up in the trash bin anyway. Do yourself a favor and unsubscribe from any emails that are not necessary. This will make the important emails much simpler to locate.

### Reflect

People always stress over choosing a goal or resolution for the new year, but it's just as important to remember everything you accomplished in the past year. Be proud of yourself for all that you were able to do.

### Visualize

Create a vivid mental picture of a place you want to visit with your family and

something you want to accomplish at work. It can be small or large but having a visual image of the end result will help make it manageable and allow it to come to fruition.

### Recharge

Now that the holiday rush is over, take time for self-care. Be sure to get enough sleep, eat healthy, and exercise regularly. This will allow you to feel your best and be more productive at home and in the office.

### Attitude

Think about the attitude you want to have in the new year. A small change in your mindset can make a world of difference in your work. Tasks that seemed meaningless before often appear as pieces of a larger puzzle after a mindset shift.

### Prioritize

Look at what you spend your time doing and the people with whom you spend it. It is often surprising how much time we spend on things that do not benefit us. Take advantage of time at work to meet deadlines and utilize time off to spend with loved ones.

These small changes can easily be implemented into any lifestyle and will allow for the new year to start off on the right foot with a feeling of newfound energy. They will bring a sense of calmness and rejuvenation into your life that will hopefully continue all year long.

## 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

The following updated mandatory courses (underlined) and themed courses are available in the LMS.



NJ State Employee Ethics Training 2023 (1/3/23)

NJ State Employee Ethics Briefing (1/3/23)

New Jersey Domestic Violence Policy Training (1/3/23)

New Jersey Workplace Violence: Recognize, Prevent, and Report (1/3/23)

New Jersey State Policy Prevention of Discrimination and Harassment in the Workplace (1/20/23)

New Jersey State Policy Prevention of Discrimination and Harassment in the Workplace Supervisor (1/20/23)



### American Heart Month

Be at Your Best with Nutrition and Exercise Learning Path\*



### National Ethics Awareness Month

8 Keys to a More Respectful Workplace\*

## Signature Blends

\*Available with a CLIP All Access Pass

### Diversity, Equity, and Inclusion for Employees

#### Learning Path\*

Classroom Complement: *The Conscious Workforce: Preventing Harassment and Discrimination*

### Time Management Tips by Mind Channel\*

Classroom Complement: *SOS Time Management*

## LMS Barista

CLIP receives and responds to inquiries from employees, managers, supervisors, and Agency Administrators. In the last edition, we described how employee information is entered into the State's Learning Management System (LMS). Let's look at another common inquiry we receive and the response.

### How do I update or change my supervisor in the LMS?

If you are a Permanent State Employee, ONLY your ePAR Administrator can update this information through the ePAR system. If you are a Temporary or External Employee, CLIP will change it for you upon request from your Agency's Training Coordinator.

# Writing @ Work

## Cold and Contemplation: The Business Writer's Season

With the looming onset of winter and its snowfalls, many of us think of the colder climate as a season to endure. However, it can be advantageous to consider adapting a different mindset during this time of year. As Renaissance writer Pietro Aretino remarked, "Winter is the spring of genius." Likewise, we may adapt Aretino's perspective and reconsider the season as one of opportunity for professional development.

As business writers, we can choose to anticipate winter as a period to contemplate our writing and consider aspects that we may enhance. We can decide to immerse ourselves in the season's relative quiet to try different methods and enrich our skills.

With the approaching "spring of genius," here are a few writing practices to consider:

### Engage with Infographics

Infographics are illustrations of information that you may include in your written communications. Infographics can engage your readers and help them understand and retain information - such as process steps. You can access these templates online by searching for "infographics."

### Example:



### Banish Buzz Words

If you typically include buzz words in your communications, consider adapting more

direct wording to express your messages. Direct wording helps enhance your readers' understanding because it is more precise and inclusive.

### Example:

Replace "thinking outside of the box" with "innovative thinking."

### Keep it Tight

If you usually write long sentences and/or long paragraphs, you will improve your readers' attention and understanding with shorter versions of both.

### Example:

Instead of writing "We are in the process of upgrading our IT systems." try "We are upgrading our IT systems."

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



Congratulations to **Kimberly Bassyouni** from Lacey Township!

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

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

Fall Question: What does your favorite fall color remind you of?

Fall Responses



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

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**Eugene Lanzoni**, Designer, Writer: The Buzz

### Question Corner

## Winter Question:

**What is your favorite winter activity that helps you rejuvenate?**

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

Respond >

# Renew, Rejuvenate, Develop

State of New Jersey  
Governor Phil Murphy | Lieutenant Governor Sheila Y. Oliver

Civil Service Commission  
Acting Chair/Chief Executive Officer Allison Chris Myers

## Trivia Answer

C. Deborah Poritz

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TheSilverPen.com

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The Buzz:

<https://www.harvard.edu/in-focus/mindfulness-meditation/>