



The Training Post

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Winter Edition

January 2022

Looking Toward the Horizon



Start 2022 with a B.A.N.G.

For many of us, it happens every year, we set goals and the clock starts ticking. We either accomplish what we started out to do, or we somehow fall short of what we set our sights on. If the latter has been the case for you, it may be time to take a different approach. Perhaps, rather than reaching for big and potentially unrealistic goals, try setting micro goals. For instance, instead of planning to work out five days a week, plan to work out three days a week for six weeks; then add a day and meet that goal for six weeks. Try continuing this pattern

to remain consistent. You'd be surprised at what you accomplish when you take baby steps. Let's start the new year off with a B.A.N.G. (Best Attitude and New Goals). The sky's the limit; aim with precision and you'll reach the stars.

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

“

Make each day
a new horizon

– Christopher
McCandless

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.

Be sure to visit the *“What's New”* page on the Learning Management System (LMS) for dates and additional classes.

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

1. **Workplace Diversity and Inclusion**
Virtual Instructor-led Training (VILT)
2. **S3 - Supervisor Success Series**
Instructor-led Training (ILT)
3. **Microsoft Excel**
Instructor-led Training (ILT)
4. **Discipline and Grievance**
Instructor-led Training (ILT)
5. **SOS! Time Management**
Virtual Instructor-led Training (VILT)





Student Spotlight



“The training far surpassed my expectations”

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.

Mr. Stanford Senior, Jr.

Meet Mr. Stanford Senior, Jr. a Personnel Assistant in the Office of Consumer Affairs Human Resource (HR) Office at the Department of Law and Public Safety. Possessing 23 years of public service experience, Mr. Senior, Jr.’s current role entails performing general HR functions that include performance evaluations and eLearning initiatives. Mr. Senior, Jr.’s vocation afforded him the opportunity to take the SAP Business Objects 4.2 Web Intelligence HR Novice/Level 1 training. He wanted to enhance his proficiency with work-related tasks rather than rely on others to provide the data needed to fulfill assignments.

Mr. Senior, Jr. expressed his eagerness for Business Objects training, “I was extremely excited to have an opportunity to actually learn the system so that I can enhance my

workflow.” The pace and interactive delivery of the SAP Business Objects 4.2 Web Intelligence HR Novice/Level 1 presented Mr. Senior, Jr. with a gratifying learning experience; he conveyed that “the training far surpassed my expectations.” Mr. Senior, Jr. affirmed the knowledge he acquired indicating, “I was able to apply what I learned immediately; I began creating and running various reports the next day.” Additionally, he asserted, “I can now utilize Business Objects to accomplish work faster and present more comprehensive data.”

Mr. Senior, Jr. recommended that co-workers utilizing the system should attend Business Objects training to amplify their knowledge and use of the application. He reiterated that Business Objects was a much “needed” learning experience that satisfied him on a professional and personal level.



TECH TIPS

Clipboard Manager for More Efficient Copying & Pasting

Using Clipboard Manager can be revolutionary to reshape your work processes. With its new features (Windows 10 update), you’ll likely find that Clipboard Manager saves time and simplifies cutting, copying, and pasting.

What is the Clipboard?

When you copy data (Ctrl + C), it is saved to a temporary location called the Clipboard where the data stays until you press the paste (Ctrl + V) key. Before the new features, Clipboard would only allow you to copy and paste the most recently copied item. Now, you can paste older items.

How to enable the Clipboard Manager

To enable Clipboard Manager:

- Press the  (Windows key)
- Click the **Turn on** button

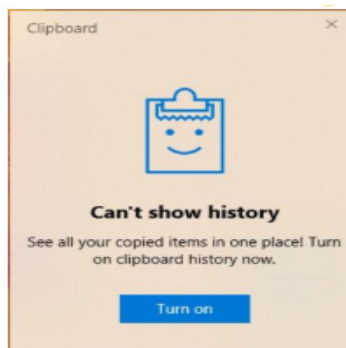


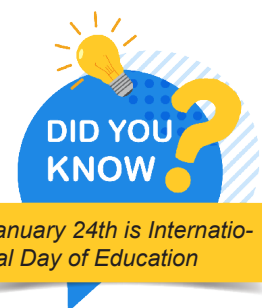
Figure 1: Clipboard Manager Screenshot

How to use a copy from the Clipboard

With the Clipboard history panel open, click on an entry in the panel. If an app is opened that allows pasting from the Clipboard, it will automatically paste into that app. If not, it will remain as the most recent item in the Clipboard.

Additionally, the Pin feature can save your frequently used items. You can find the Pin by clicking the three dots or the Pin in the upper right-hand corner of an entry.

If you’re looking to reshape your workflow with efficient copying and pasting, give Clipboard Manager a try!



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” about various professional developmental themes. In the present climate, there has been an overall shift in the platforms, applications, and everyday tools we use to get our work done. In this edition, we will explore ways to stay current and expediently acquire skills in an evolving workforce.



Ready to take your professional development to the next level?

The New Jersey State Office of Innovation is announcing new virtual training opportunities on topics such as human-centered design, data analytical thinking, effective memo writing, digital engagement with the public, and behavioral insights.

These free, virtual live sessions will be taught by experts from within and outside of New Jersey, including Alexis Bonnell, the former Chief Innovation Officer of USAID; Josh Schoop, the head of the Day One Project and former White House Official; Afua Bruce, Chief Program Officer of DataKind; and Dinorah Cantú

Pedraza, former head of the Secretariat for Innovation and Public Engagement of the Municipality of San Pedro Garza García, Nuevo León.

Join your State of New Jersey colleagues as well as public servants from state governments in California, Colorado, Pennsylvania, and Maine to learn the practical skills that can improve the work you do every day. Training admission for State of New Jersey employees is being offered at no cost.

The classes are designed to help you explore how technology, data, and the collective wisdom of our communities are crucial to supporting the constituents we serve. Spots are limited, so we encourage you to sign up as soon as possible.

Upcoming virtual training events:

[Human Centered Design for Managers](#), 1/18/2022, 1pm to 3:30pm ET

[Killer Memos: Effective Memo Writing](#), 1/20/2022, 2pm to 4pm ET

[What now? How the role of Public Servant Leader is Evolving Post Covid and the Digital Revolution](#), 1/25/2022, 3pm to 4pm ET

[Equitable Public Engagement with Technology](#), 2/3/2022, 2pm to 3pm ET

[Killer Memos: Effective Memo Writing](#), 2/8/2022, 2pm to 3pm ET

[Data in Government](#), 2/10/2022, 2pm to 3pm ET

[Group Facilitation and Conducting Workshops](#), 2/15/2022, 1pm to 5pm ET

Learn more and RSVP at skills.innovation.nj.gov/workshops

ePAR Insider: Tracking Professional Progress with the Interim Review



For employees to achieve performance goals, it is essential they know their status at various points along the way. Welcome to the Interim Review, a time to meet, formally discuss, and document what employees are doing well and areas where they may need additional development. This is also a time to strategize ways to improve performance. If training can enhance an individual's ability to do their job, then this is the time to discuss the possibilities. Equally important is the re-establishment of order,

purpose, and routine that the interim review provides. As we embark on a full return-to-work phase at our agencies, staff may feel trepidation about their ability to adjust to workplace routines. Perhaps the most important benefit of the interim review will be to answer the question, “How am I doing?” This may be the most pivotal question a rater can answer in the coming months to bolster the possibilities for employees’ forward momentum.



Who was the first female president of the New Jersey State Board of Education? (see p. 6)

March 4th is Employee Appreciation Day



Capitalize on Your New Year's Resolutions

The new year is the perfect time to re-vamp your 2021 self. Resolutions have proven to increase motivation, self-esteem, and cultivate a sense of achievement. However, it can be challenging to stay motivated and focused on your goals as the year progresses. Start 2022 on the right foot with the following tips and make the most of your resolutions.

Start Small

Let's say you want to learn a new skill. Start by researching courses that would be most beneficial for you. Goals don't have to be accomplished all at once. Consider a goal you would like to achieve and identify steps you can take, over time, to achieve it. By segmenting a goal into manageable steps, you are more likely to achieve it.

Write it down

Jot down the skill you want to learn and the steps to complete it in a journal or in a post on social media. Holding yourself accountable is one of the keys to achieving a resolution. By writing your goals down and sharing your progress with others you are more likely to follow through and attain them.

Reward Yourself

Treat yourself after a challenging part of the course. It's not necessary to wait until everything is crossed off of your to-do list to reward yourself. It is more encouraging to reward yourself when small milestones are reached.



Talk About It

Share your resolution with coworkers. Discuss what you're learning with your peers who may also be interested in the course topic. Regularly discussing your successes and struggles helps keep you motivated. You might even encourage someone to join you and make a change in their life as well.

Continue the Momentum

Don't forget why you signed up for the course and the importance of the new skills. It may be easy to stick to your goal in January but be sure to continue to make it stick as the months go by. Remember why you chose the goal and what you are working toward. By taking the time to pause and reflect, you give yourself the necessary push to achieve it.

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

[New Jersey State Employee Ethics Training 2022](#)

[New Jersey State Employee Ethics Briefing](#)

Below, view our CLIP All Access themed courses for the next quarter.



National Mentoring Month

[Mentoring: Mentors \(Global\)](#)

[Mentoring: Mentees \(Global\)](#)



National Random Acts of Kindness Day

[Emotional Intelligence 05: Developing Empathy](#)



National Nutrition Month

[Be at Your Best with Nutrition and Exercise \(Learning Path\)](#)

LMS Barista

Back by popular demand! CLIP will be offering full administrator training and workshops for Agency Training Coordinators. Be sure to check the LMS Admin/ePAR Community Workspace for training dates and workshop topics.

Signature Blends

Performance Management: 01. Preventing Performance Problems by LearnSmart

Classroom Complement: [S3 - Supervisor Series](#)

Everyone is a Leader by Enspark

Classroom Complement: [Leadership Education and Development \(L.E.A.D.\)](#)



Writing @ Work



Reshape Your Business Writing: The Infinite Possibilities of Quotes

Playwright Tom Stoppard wrote, "...possibilities are infinite with writing; every time you open a new script, there's no limit to what it might contain." And while playwriting differs from business writing, one element is relevant for both – the importance of engaging the audience.

As business writers, we're typically concerned with relating key points, applying correct grammar and spelling, and using appropriate formatting. While these elements are important, consider engaging your reading audience by adding a relevant quote to the introduction and/or conclusion of your writing.

For example, a department memo about a process change to improve client services may spark initial curiosity with the following quote:

"Continuous improvement means that we never perceive current success as our final destination." - John Hunter

Business writing is structured, but it may also be thought-

provoking. Topic-relevant quotes can accomplish this and are just a few key strokes away via an internet search.

So, the next time you're preparing to write a business communication, consider a quote or two to engage your reader with the topic's possibilities.

Quotes may:

- Appeal to a reader's intellect
- Inspire ideas
- Spark curiosity
- Stimulate follow-up discussions

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



Congratulations to **Honey Berry** from Office of the Public Defender!

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

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

Fall Question: What is your favorite fall activity or hobby?

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.

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Credits

LaVida Stalsworth, Chief Editor: Introduction, LMS Cafe
Janet Thompson, Editor: Writing @ Work and Professional
Charleen Moore, Writer: #TechTips The Office of Innovation, Writer: The Buzz
David Allen, Writer: ePAR Insider
Tira McCants, Writer: Spotlight
Alexis Bell, Writer: Professional Development Toolkit
Eugene Lanzoni, Designer

Question Corner

Winter Question:

What are you looking forward to this winter?

(Click here to respond)

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

Respond >

Look Toward the Horizon

State of New Jersey
Governor Phil Murphy | Lieutenant Governor Sheila Y. Oliver
Civil Service Commission
Chair/Chief Executive Officer Deirdre L. Webster Cobb, Esq.

Trivia Answer

Marie Louise Hilson Katzenbach. She was an American educator and was appointed to the State Board of Education in 1921. She also was named to the board for the NJ School for the Deaf and was involved in the planning of the school's Trenton campus. In 1965 the school was renamed the Marie H. Katzenbach School for the Deaf in her honor.

- Lineage Book, National Society of the Daughters of the American Revolution, Volume XXXV (1901).

References

Professional Development Toolkit:

American Psychological Association. (2019). Making your New Year's resolution stick. <https://www.apa.org/topics/behavioral-health/new-year-resolutions>

Harvard Health Publishing; Harvard Medical School. (2020). Seven steps for making your New Year's Resolutions Stick. <https://www.health.harvard.edu/staying-healthy/seven-steps-for-making-your-new-years-resolutions-stick>

TechTips:

Mushtaq, M. (2018, July 08). What Is Clipboard in Windows 10 and How to Use It: A Complete Guide (guidingtech.com). <https://www.guidingtech.com/what-is-Clipboard-in-windows-10/>

Whitney, L. (2018). How to Use the New and Improved Windows 10 Clipboard | PCMag. <https://www.pcmag.com/how-to/how-to-use-the-new-and-improved-windows-10-Clipboard>

The Buzz:

Join the latest multi-state Innovation Skills Bootcamp.

Learn more and RSVP at skills.innovation.nj.gov/workshops