



The Training Post

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Fall Edition

October 2022

The Colors of Fall



Enriching Your Palette

The air is crisp. Soon, our foliage landscape will transform from its bright shades of green to even more varied hues of yellow, orange, deep red, and eventually, brown - fall has arrived. Color is everywhere, and yet, we often take for granted the impact it can have on us.

Have you ever noticed the rich warm colors associated with autumn and the feelings they evoke? Research has

shown that colors impact our moods, ability to learn, and overall well-being. Take time to reflect during this bountiful season and consider the ways in which you respond to different colors.

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

“

Mere color can speak to the soul in a thousand different ways –

Oscar Wilde

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.

1. **Business Writing**
Date: October 25
Mercer County Community College
2. **Customer Service**
Date: November 1
Mercer County Community College
3. **Team Building**
Date: December 1
Mercer County Community College
4. **Leadership Education and Development (LEAD)**
Dates: December 7- 14
Mercer County Community College





Student Spotlight - Gold

David Pepe

It's said that **gold** is the color of success, so it's fitting that we meet David Pepe in this article. Mr. Pepe is a recent 2022 NJ Certified Public Manager (CPM) Program graduate and winner of the Askew Award. Presented by the American Academy of Certified Public Managers, the Askew Award is recognition of his exemplary CPM capstone project entitled, "Environmental Impacts and Proposed Regulations on the Cannabis Cultivation Industry."

Currently the Director of the Office of Permitting and Project Navigation at the Department of Environmental Protection (DEP), Mr. Pepe has been a public service professional for 18 years. An expert geologist, Mr. Pepe manages the permitting of large projects across multiple departments ensuring compliance with federal and state environmental regulations.

Embracing an opportunity to expand his knowledge, Mr. Pepe accepted a departmental

recommendation to apply to the CPM Program. With the support of his colleagues and family, he entered the CPM program prepared for its academic rigor and participatory challenges. His expectations were substantiated. As Mr. Pepe stated, "CPM was very interactive, which I enjoyed. I met a lot of great people..."

Emphasizing the importance of student interactions, Mr. Pepe elaborates that "what struck me during the course is how other organizations, which have different goals, all share the same problems. Working with classmates in different fields...firefighters, police, ...our goals and issues were all on common ground. The solution-based scenarios CPM teaches are invaluable."

Mr. Pepe's enhanced insight challenged him to focus on why some solutions worked, and others failed. He explained that "CPM provides a method to organize...data, research, and observe to make improvements" that will help sustain the environment and help us all.

CPM provides a method to organize... data, research, and observe to make improvements."

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.



Let's Go Green

The US generated 6.9 million tons of e-waste (discarded electronics such as TVs, cellphones, and computers that are unwanted or not working) in 2019 but only recycled 15% of it (Earth911.com).

So, if you're considering a new cell phone, repurpose your old phone using the following tips.

1. Repurpose as a Security Camera/Baby Monitor

Apps like **Dormi** (Android) and **Cloud Baby Monitor** (iOS) are available that can transform your old phone into a baby monitor.

Another reuse is to function as a security camera. Downloading an app like **Alfred** or **Presence** can turn your old phone (once it has a camera) into a security camera. However, keep in mind that the

old phone will not have the features of a high-tech security system.



This Photo by Unknown Author is licensed under CC BY

2. Reuse as a Web Camera

Do you need a web camera for your computer? Apps like **DroidCam** and **EpocCam** can convert your phone into a video streaming camera.

3. Donate

Donating your device can advance the work of several organizations. For example, **Cell Phones For Soldiers** provides free phone minutes to servicemen and servicewomen around the world. Also, the **National Coalition Against Domestic Violence** helps persons affected by domestic violence. But, don't forget to do a factory reset before you donate!

Whatever you decide, don't throw your phone (working or non-working) in the trash! Check with your local municipal or recycling centers (e.g. **911 CellPhone Bank**) to dispose of it safely.

The BUZZ

Working Out Loud: Color Your Fall with Change

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.

Lately, there's been a great deal of media discussion about the recently coined term "quiet quitting." While the phrase has been described in different ways, it can be distilled to one general outlook about our work lives and our personal lives – the need for balance. More specifically, New York Times reporter, Alyson Krueger, explained that "quiet quitting means you are still performing your duties, but you are no longer subscribing to the mentality that work has to be your life."

While creating balance between our work and personal lives is a worthy ideal, it doesn't have to negate the importance of enjoying and applying dedication to the work that we do. This means we can adapt an additional professional outlook. We can consider "working out loud" as an equally important and applicable work philosophy. In other words, we can color our perspectives

with an eye toward change.

Working out loud is, among other things, a way to build professional relationships that help you achieve goals, develop skills, or discover career topics. Individuals form virtual networks of like-minded professionals to discuss their work projects for the purposes of communicating, learning from colleagues, and applying new, relevant knowledge to their work. The following are a few ways to adapt the "working out loud" approach and bolster your work life with a community of like-minded professionals.

Make it purposeful. Be goal-oriented. Identify your goals for working out loud and track what you're doing to reach your goal(s).

Create a space for working out loud. Use tools that allow you to share different types of content (documents, photos, links, etc.).

Be open to feedback. Colleagues can provide you with valuable input and contribute ideas you may apply to your work.

Have a growth mindset. Be open to considering new approaches. This is where feedback is key. Your colleagues can help shape your ideas through their contributed perspectives.

Enhance professional confidence. You may begin to consider broadening your approach toward your work in terms of seeking training for new skills and adopting new tools or methods for doing things.

Ultimately, we can cultivate and practice the two paradigms – balancing our work and personal lives as well as enriching our professional engagement and development. Put a different way, we can consider these ideals like the seasonal red-brown hue of fall leaves - the color of change.

ePAR Insider: Color Your Evaluations with Orange



ePAR evaluations are an opportunity to provide positivity and emotional strength to your ratees, and **orange** is a fall color that evokes these emotions. It combines the stimulation of **red** and the cheerfulness of **yellow**, a near perfect combination to discuss the strengths of the ratee as well as the areas that can be improved upon.

Orange also represents social communication and creativity. Perhaps you can try something new, such as allowing your ratee to rate themselves. Then, discuss their views with yours to arrive at a mutual understanding and agreement.

A positive ePAR experience, even with a struggling employee, can make a huge difference in future performance. So, add a little **orange** and see the results!



What company discovered cybersecurity awareness?
(see p. 6)

A. Microsoft
C. Apple

B. IBM
D. BBN Technologies

DID YOU KNOW?

November is National Career Development Month? Take this [Brief interest survey](#) regarding seeking a degree



Feelings and Foliage

Most individuals tend to have a color preference when shopping for home décor or clothing, yet many are unaware of the effects of color despite its constant presence. Color has a seemingly subliminal ability to influence a person's mood, alter their perception, and evoke emotions. As summer slips away, we welcome a time of year symbolized by crisper air, pumpkin-flavored goods, and beautiful foliage. Keep reading to discover how the changing season and its colors might be impacting your life without your knowledge.

Red is the longest wavelength on the visible spectrum which means that it has more shades than any other color. While red sometimes represents danger or passion, other shades like burgundy and maroon are associated with very different emotions. These warmer tones elicit feelings of comfort and have also shown to be very motivating. Fall is a time for change; alter your mindset, outlook, or something even larger in your life.

Orange is probably the most prominent color of the season as it is associated with leaves, pumpkins, and harvest season. This color represents energy and positivity which can benefit everyone, no matter what season it is. Orange has proven to beneficially impact the brain and mental activity. Keep your mind active and you will improve both your physical and mental health.



Yellow undoubtedly represents happiness every month of the year. It is the most visible color to the human eye. Being the color of the sun, it appropriately generates feelings of cheerfulness and optimism. Gold is a variation regularly found in fall. It correlates to success and achievement. Push yourself to strive for the goals you have been procrastinating. Now is the time to accomplish them.

Brown is omnipresent in nature and represents honesty. Wood tones signify healthiness and create feelings of steadiness and calmness. It is crucial to stay calm during times of stress and pressure. Stabilize your thoughts and emotions when it feels like there's too much on your plate. Take a step back to look at the bigger picture and prioritize responsibilities.

While many are sad to let the warm weather slip away, the seasonal shift doesn't have to negatively affect your well-being. Use this time to absorb the changing scenery and appreciate small things that are often overlooked. By paying more attention to the colors in everyday life and the emotions that accompany them, you'll become more motivated, energetic, happy, and relaxed.

Signature Blends

(*available with a CLIP All Access Pass)

***Personal Development: The Four Attachment Styles**

Classroom Complement: **Taking Flight with DISC**

***Better Business Writing by Vector Solutions**

Classroom Complement: **Business Writing**

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

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



Emotional Intelligence Awareness Month



Foundations of Emotional Intelligence Learning Path



National Career Development Month



Toolkit for Career Growth Learning Path



International Day of Persons with Disabilities



Americans with Disabilities Act (ADA) Learning Path

LMS Barista

CLIP receives and responds to Learning Management System (LMS) inquiries from employees, supervisors, and Agency Administrators. In the next few editions, we will identify a common inquiry and provide a response.

How does employee or learner information get into the LMS?

Most State Agency (Permanent) Employee information is automatically entered into the LMS from the State's Personnel Management System (PMIS), hence information into the LMS is automatic. Employees in this category have their usernames beginning with "S" (i.e. S000XXXX).

For State Agency Non-Permanent/Contract or External Employees (from local agencies or municipalities), information is entered manually into the LMS. Employees in this category have usernames beginning with "E" (i.e. E999XXXX).



Writing @ Work

Elegant Business Writing is Powerful Business Writing

Fall is upon us with its seasonal colors and all they signify. Relatedly, the color black is prominent on fall's color wheel and imbued with symbolism. Elegance is one of black's notable symbols. And, while elegance may not be the first thing that comes to mind when we think about "writing at work", adapting the concept can enhance our professional communications. Author and writing consultant Stephen Wilbers put a finer point on this approach when he said, "Elegance has its place and adds power to business writing; we can infuse our business messages with elegance to add refinement, dignity, and authority to our written communications."

The following are two tips to enhance business writing "elegance":

Clarity and Candor

Elegant writing relates ideas clearly and directly; it does not contain irrelevant or unnecessary components that obscure information.

Examples:

Correct. There is a data error in the research section of the report; the number of current employees is noted as 2,000 – the correct figure is 2,500.

Incorrect. It has come to my attention that there is a data error in the research report that connote a larger percentage of current employees than are accounted for in the computer system.

Vocabulary and Variety

Elegant writing relates ideas with varied word choices; it does not contain repetitions in adjacent sentences.

Examples:

Correct. There are inconsistencies between the number of training attendees listed on the class roster and the individuals who were present at the session; 20 are noted but 25 were in the class.

Incorrect. There are inconsistencies between the number of training attendees listed on the roster and the number of training attendees who attended the class. There are 20 training attendees listed on the roster, but 25 training attendees attended the class.

Business writing is a skill that we can refine in an ongoing way; consider cultivating elegance to enhance yours. If you're interested in learning more, please register for our Business Writing class.



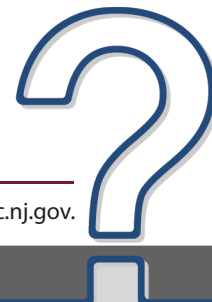
Congratulations to **Susan Greitz** from the Department of State!

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 favorite summertime dish?

Summer 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 Stalworth, Chief Editor:
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Charleen Moore, Writer:
#TechTips
David Allen, Writer:
ePAR Insider
Tira McCants, Writer: Spotlight
Alexis Bell Writer:
Professional Development Toolkit

Question Corner

What does your favorite fall color remind you of?

Respond >

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

The Colors of Fall

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

D. Researcher Bob Thomas on behalf of BBN Technologies.

The Cybersecurity checking began in the 1970s when researcher Bob Thomas created a computer program called Creeper that could move across ARPANET's network. June 22, 2022.

<https://www.geeksforgeeks.org/history-of-cyber-security/>

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The Buzz:

<https://www.nytimes.com/2022/08/23/style/quiet-quitting-tiktok.html>

What is Working Out Loud and How Can Your Company Benefit? - Bloomfire

<https://www.linkedin.com/pulse/whats-me-my-employer-dennis-bensch>

