

# Transition



Center for People in Transition

# Into a Brighter Future

Vol. 5, No. 1

September – December 2017

## From the Director:

### BACK TO SCHOOL, BACK TO WORK!

September is that time of year when the children go back to school and that time of year when you may be considering your own educational future. If you are thinking about additional training to help improve your economic sufficiency and the sustainability of your job, we can help! If you are separated, divorced or widowed, make an appointment to talk to us about where you have been, where you are now in your career, and what is possible for your future. We are ideally located on the campus of Rowan College at Gloucester County where many non-credit and for-credit options are available to you.



OCTOBER IS

## domestic violence awareness month

Domestic violence is a pattern of coercive, controlling behavior that can include emotional or psychological abuse, sexual abuse, financial abuse, or the more commonly known physical abuse. Financial abuse is not widely discussed, but research shows that it is present in 98% of abusive relationships. The tactics used may be subtle or blatant, and can occur throughout a relationship or develop as a survivor is attempting to leave the relationship. Common methods may look like:

- Not allowing their partner to work
- Blocking attempts at continuing education or skills training
- Stalking or harassing their partner while at work in attempt to sabotage employment
- Controlling how money is spent, including withholding money or giving “an allowance”
- Refusing to pay child support or alimony, and
- Many more forms that ruin survivors’ credit or create tax burdens

For more information or to access services, New Jersey Coalition to End Domestic Violence has a statewide confidential hotline: 800-572-7233 or visit <http://www.njcedv.org/help/>

For the displaced homemaker, being able to establish economic stability makes all the difference. Here at the Center for People in Transition, we offer career services such as: resume writing, job search and interview skills to help our clients meet these goals.



Rowan College at Gloucester County  
1400 Tanyard Rd., Sewell, NJ 08080  
856-468-5000 • [RCGC.edu](http://RCGC.edu)



# PEOPLE IN TRANSITION WORKSHOP SCHEDULE

Workshops are open to the public, ages 18 and older. Registration is *mandatory*.

## Laws of Separation and Divorce

Family Law Attorney Jeffery Kerstetter will speak on court proceedings, timing, grounds for divorce, and setting goals. He will also discuss the issues of equitable distribution, custody, visitation, alimony and other concerns.

**Mon., Sept. 18, 2017, 6-8 pm**

*Jeffery Kerstetter, Esq.*

## Simple Estate Planning

It is a truth that life is all too ready to prove to us again and again: the more prepared we are for something, the better it turns out. Whether we want to face it or not, aging and passing away are a part of life for which we must prepare. An essential part of this preparation is estate planning, including the proper drafting of a Last Will and Testament, Power of Attorney and Living Will. Please join us in a wide-ranging discussion concerning basic estate planning techniques that will enable you and your family to rest assured that you are prepared for whatever life may bring.

**Wed., Sept. 20, 2017, 7-8:30 pm**

*John P. Ciocco, Esq., Hoffman DiMuzio*

## Women and Money

Despite the challenges women face, they have never been in a better position to achieve financial security for themselves and their families. Now, more than ever, it's important that women know how to save, invest and plan for their future. At almost any stage of adult life, there are things women can do to help ensure their financial security. Let's own our own future!

**Mon., Sept. 25, 2017, 6-8 pm**

*Monique Castillo, Financial Advisor*

## Effective Parenting and Positive Discipline

Shift from chaos to connection in your family as you enhance your knowledge of effective parenting strategies that eliminate power struggles and exhaustive battles. This workshop will provide information about positive discipline strategies that parents can use to help their children improve their behavior at all stages of development. The goal of this series is to offer parents the skills and support they need to create harmony at home and help children build confidence through example-led guidance.

**Wed., Sept. 27, 2017, 6-9 pm**

*Jessica Jolly, Associate Professor, Psychology*

**Sponsored by Heart of South Jersey**



## Introduction to Computers

This is a 40 hour course covering an introduction to Microsoft Word, Excel and PowerPoint. The cost of the workshop is \$40.00 for displaced homemakers and \$100.00 for non-displaced homemakers.

**Fridays, Sept. 29, 2017- Nov. 17, 2017, 9:30 am- 2:30 pm**

*Amy Charlesworth, B.A., People in Transition*

**Sponsored by United Way of Gloucester County**



## Get Started with Google and Gmail

New to Google? No worries! We will create a free Gmail account in class! If you already have a Gmail account, and do not want to create a new one, be sure you can easily sign into your existing account with your current username and password before coming to the workshop. In this workshop, you will learn the basics of email, including how to save and attach files to and from the "cloud", and much more!

**Mon., Oct. 9, 2017, 6-9 pm**

*Lauri Kuder, Microsoft Office Master*

**Sponsored by Heart of South Jersey**



## How to Use Google and Gmail More Effectively

Becoming proficient in email is one of the most important skills needed today and Gmail is one of the most popular free email programs available. But there is more to a Gmail account than meets the eye! This workshop will take your skills to the next level by introducing new tips and tricks for using Google and Gmail, including: creating, managing, and sharing documents and pictures, and much more in Google.

**Mon., Oct. 16, 2017, 6-9 pm**

*Lauri Kuder, Microsoft Office Master*

**Sponsored by Heart of South Jersey**



## Who Am I Now? Dealing with Loss of a Relationship, Role, Identity or Job

There was a time when you knew who you were. You had a role to play. An identity you felt comfortable with. A purpose that helped define you. With the loss of these things comes a sense of sorrow. You may feel ungrounded, and your future and outlook may be shifted in ways you cannot imagine. Learn ways to cope with this loss and discover the brand new 'you'.

**Wed., Oct. 18, 2017, 7-9 pm**

*Sharon Roth-Lichtenfeld, Certified Professional Life Coach*

**Sponsored by United Way of Gloucester County and People in Transition**

## ABCs of End of Life Planning

Do you have a loved one coping with a



serious illness, deterioration of quality of life and frequent trips to the hospital or emergency room? Vitas Healthcare can help provide solutions. Vitas Healthcare provides care for adult and pediatric patients with a wide range of life-limiting illnesses. Serving as a caregiver can be overwhelming. Join us for a discussion on how Vitas Healthcare can help.

**Tues., Oct. 24, 2017, 6:30–8 pm**

*Anna Miller, Community Liaison VITAS*

## Self-Esteem

The key to a satisfactory personal life and successful career is high self-esteem. You can raise your self-esteem and self-confidence with a little knowledge and practice. This workshop will offer insights for increasing self-esteem and opportunities by practicing easy skills.

**Wed., Oct. 25, 2017, 6–9 pm**

*Jessica Jolly, Associate Professor, Psychology*

**Sponsored by United Way of Gloucester County**



## Planning for a Financially Successful Retirement

What we envision as an ideal retirement can be as varied as our personalities. In this workshop, we will cover tools for building a plan around what retirement means to you. We will discuss factors to keep in mind and how to develop a strategy that can adapt to your evolving steps into retirement. Staying aware of what rules and detractors there are that can affect an outcome are key so your plan can be optimized for success.

**Thurs., Nov. 2, 2017, 6–8 pm**

*Monique Castillo, Financial Advisor*

## The 5 C Solution—Moving from Confusion to Clarity in Highly Emotional Times

In today's uncertain world, life can change in an instant and throw you into physical and emotional chaos. Have you lost a job, a relationship, a loved one, a pet? Are you filled with stress and anxiety as you try to figure out what to do next? Have you ever asked, "What do I do now?" By learning and applying "The 5 C Solution", you will have an effective tool to transform chaos and confusion into clarity in your personal, financial, social and spiritual life. You will walk away with a step-by-step formula to make clear choices now and in the future. Participants must attend BOTH evenings.

**Mon., November 6, 2017, 6–8 pm AND**

**Mon., November 13, 2017, 6–8 pm**

*Cindy Cipriani, CGRS, Founder of Clear Path Institute*

**Sponsored by Heart of South Jersey Transition**



## The Effects of Stress on the Body

Some stress is actually good for a person; however, too much

stress is deadly. The good news is people have total control over the impact that stress has on their bodies. This course will teach those in attendance how to effectively handle their stressors by changing the unhelpful thinking patterns that usually create overwhelming feelings. Participants will leave with effective stress management tactics and a whole new outlook on changing their thoughts to more effectively navigate through life.

**Wed., Nov. 8, 2017, 6–9 pm**

*Jessica Jolly, Associate Professor, Psychology*

**Sponsored by Heart of South Jersey**

## Celebrating the Holidays in New Ways



Traditionally, holidays are considered a time for family reunions. As the holiday season approaches, many divorced and widowed individuals become apprehensive because their family is different. This workshop will identify new ways to celebrate so that you can rediscover the peace and joy of the holidays. Other grieving individuals are also welcome to attend.

**Wed., Nov. 8, 2017, 7–8:30 pm**

*Jennie McQuaide, Ph.D. Licensed Professional Counselor*

**Sponsored by United Way of Gloucester County**

## Introduction to Medicaid for the Elderly

It is a scary proposition: an elderly parent or relative is unexpectedly admitted to the hospital, and now needs long-term care in a nursing home. Whether you chose the role or not, you are the one responsible for managing this transition. How do you pay for the nursing home? Will they take the house? Can you be personally liable for your loved one's debts? Rather than drown in the sea of rumors out there about how Medicaid works, please join us in this introductory workshop on adult Medicaid now — before the unexpected happens.

**Wed., Nov. 15, 2017, 7–8:30 pm**

*John P. Ciocco, Esq., Hoffman DiMuzio*



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1400 Tanyard Road  
Sewell, NJ 08080**

## Happiness and the Holidays: How to Find Peace

The holidays are a time of family, joy and happiness. If you are

experiencing a major loss or life transition, the holidays may bring up pain, sadness and struggle. It's a challenge all the way around. Learn how to take the happy out of the holidays and create peace instead.

**Wed., Nov. 15, 2017, 7-9 pm**

*Sharon Roth-Lichtenfeld, Certified Professional Life Coach*

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### Learning to Say "NO!"



Are you overwhelmed with responsibilities and engagements? Do you continue to take more, even when you aren't sure how to finish what you're already managing? Whether it's with work, kids, partners, or friends, setting boundaries is crucial to getting through the day. Learn about how to establish these boundaries and say, "NO!" as part of self-care and preservation.

**Mon., Dec. 4, 2017, 6-8 pm**

*Kristen Wilson, Social Service & Career Administrator, People in Transition*

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### Conflict Management



Do you have the self-awareness, solid communication skills, and motivation to resolve uncomfortable situations? Those who embrace conflict can build understanding and better relationships — and experience greater personal and professional success. But managing conflict is not easy. In this workshop, you'll discover your own emotional triggers and learn how to manage difficult encounters with diplomacy, tact, and credibility. After this workshop, participants will be able to: diagnose conflict within their personal and work relationships, find the hidden agenda that's really fueling the battle, identify anger triggers and remain poised in conflict situations, encourage collaborative problem solving and learn a variety of strategies for managing conflict.

**Wed., Dec. 13, 2017, 6-9 pm**

*Jessica Jolly, Associate Professor, Psychology*

**Sponsored by Heart of South Jersey**



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A special thank you to SJ Robotics Girls' World,

thank you and It's A a program

focusing on 7th-9th grade young women from Salem and Cumberland Counties who have an interest in the STEM field, at Salem County Community College for the generous donation of 50 bags filled with toiletries!



**And Congratulations to Heart of South Jersey on their successful 4th annual Touch-A-Truck Fundraising Event!**



<https://www.facebook.com/centerforpeopleintransition/>

## Writing the Job-Getting Resume:

A resume is a short account of one's career. The information you provide will include your education, training, work experience, and skills. The purpose of the resume is to show an employer that you are a strong candidate for a job with their company and ultimately it is the tool that will secure an interview where you can further discuss the requirements of a position and your qualifications for that position.

### All resumes will include:

- **Education:** List the trade school or college that you attended. Indicate your major area of study or degree program. Did you graduate? If not, do not suggest that you have.
- **Licenses and Certificates:** If you are in a field that requires licensing, such as teaching or nursing, list this next. This is also where you would show a current CPR certification and other such training that is required in the industry in which you will be working.
- **Experience:** List your employers in reverse order, with your most recent employer first. Bullet each responsibility you had at each company. Bulleting your experience makes it easier for prospective employers to find what they are looking for. An exception to the reverse order rule is if you have experience in more than one industry and want to highlight one that was not your most recent job, then list Related Work Experience, followed by Other Work Experience.
- **Skills:**
  - **Computer:** List the software you know and level of skill (basic, intermediate, skilled, proficient). List related equipment such as scanners. Remember: While having experience on the same software/equipment an employer has is great, having experience with similar software/equipment is also important. The time it will take you to learn the new systems will be minimal, compared to hiring someone with no experience on any software.
  - **Office Equipment:** For example: copiers, faxes, telephone systems
  - **Tools and Equipment** Production, manufacturing and construction jobs may require noting the type of tools and equipment you have experience using. Be specific.



## Center for People in Transition WORKSHOP CALENDAR

Registration is MANDATORY. Please call 856-415-2222, email [peopleintransition@rcgc.edu](mailto:peopleintransition@rcgc.edu) or go to [RCGC.edu/PIT](http://RCGC.edu/PIT)

### September 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>18</b> Laws of Separation and Divorce	<b>19</b>	<b>20</b> Simple Estate Planning	<b>21</b>	<b>22</b>
<b>25</b> Women and Money	<b>26</b>	<b>27</b> Effective Parenting and Positive Discipline	<b>28</b>	<b>29</b> Intro to Computers Part 1

### October 2017

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Intro to Computers Part 2
<b>9</b> Get Started with Google and Gmail	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Intro to Computers Part 3
<b>16</b> How to Use Google and Gmail More Effectively	<b>17</b>	<b>18</b> Who Am I Now? Dealing with Loss of Relationship, Role, Identity, or Job	<b>19</b>	<b>20</b> Intro to Computers Part 4
<b>23</b>	<b>24</b> ABCs of End of Life Planning	<b>25</b> Self-Esteem	<b>26</b>	<b>27</b> Intro to Computers Part 5
<b>30</b>	<b>31</b>			

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### November 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b>	<b>2</b> <b>Planning for a Financially Successful Retirement</b>	<b>3</b> <b>Intro to Computers Part 6</b>
<b>6</b> <b>The 5 C Solution Part 1</b>	<b>7</b>	<b>8</b> <b>The Effects of Stress on the Body</b>  <b>Celebrating the Holidays in New Ways</b>	<b>9</b>	<b>10</b> <b>Intro to Computers Part 7</b>
<b>13</b> <b>The 5 C Solution Part 2</b>	<b>14</b>	<b>15</b> <b>Into to Medicaid for the Elderly</b>  <b>Happiness and the Holidays</b>	<b>16</b>	<b>17</b> <b>Intro to Computers Part 8</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>27</b>	<b>28</b>	<b>29</b>  <b>December 2017</b>	<b>30</b>	
Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b>
<b>4</b> <b>Learning to say NO!</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b> <b>Conflict Management</b>	<b>14</b>	<b>15</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

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