

## Network to Work - Resource Materials

October 2015

### The A4TD Training Portal

#### 1. What is the Training Portal?

- The Training Portal is a password protected section of the redesigned and newly-launched A4TD website ([www.A4TD.org](http://www.A4TD.org)). It is exclusively available to all SCSEP participants. Password is below.

#### 2. Why was the Training Portal created?

- The goal of A4TD in creating this training program was to enhance your training experience and foster your continuous learning.
- It makes training even easier for you by providing you with job readiness and computer skills training online, anytime, from anywhere.
- We want you to recognize and use this Training Portal as an additional resource as you prepare to search for, apply for, and obtain employment.

#### 3. What content can be found in the Training Portal?

- The Training Portal contains articles and videos arranged around these topics:
  - SCSEP program materials (e.g. timesheets, orientation handbook, terms of enrollment)
  - Network to Work materials
  - Job Readiness Training (e.g. cover letters, resumes, interviewing, searching for and applying for jobs, finding a job)
  - Computer Literacy Training Options
  - Financial Literacy and Assistance (budgeting, money management, protection from fraud and financial exploitation)
  - Industry Certification Training Options
- This content will be integrated into your ongoing SCSEP training.
- Future topics will include:
  - A Master It Faster video series – short video snippets on a variety of job readiness topics

#### 4. How should you use the Training Portal?

- Whenever you are focusing on an area of job readiness, we would like you to use the resources in this Training Portal to supplement your preparations.
- For example, if you are going to be searching for jobs online, go to that area of the Training Portal and review the articles and videos related to that topic.
- Have an interview coming up? Watch the videos on the portal related to interviewing.
- Take advantage of all of the SCSEP program materials that can be found. Missing a timesheet? You can find one in the Portal and print it out. Questions about pay periods? You'll find answers on the Portal.
- Especially important - **make it a habit** / part of your regular routine:
  - Visit the Training Portal at least twice a month
  - SCSEP staff will refer to the Portal when discussing your training and job search needs
  - View it as a resource for you!!

The password to access the Training Portal is: a4tdtraining (all one word, lower case)