

# Network To Work - Meeting Agenda

## Participant Guide

### Agenda Topics

#### Welcome

Each participant introduces themselves, their training track, and their job goal.

- Provide an extra “Welcome” to anyone new to the program.

#### A Bit about SCSEP

1. What is SCSEP?

- \_\_\_\_\_
- \_\_\_\_\_

2. What does “SCSEP” stand for?

- \_\_\_\_\_

3. Who administers the SCSEP program?

- \_\_\_\_\_
- \_\_\_\_\_

4. What’s the objective of the SCSEP program?

- \_\_\_\_\_

5. So what’s my goal as a SCSEP participant?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. Besides the community service aspect of my training, how else can I help others who need SCSEP training?

- \_\_\_\_\_
- \_\_\_\_\_

## Agenda Topics

### Introduction

#### 1. *Work Success Isn't Always Easy – Part 1*

- “What famous person was told by his teachers that he was ‘too stupid to learn anything’?”

#### 2. *Something to Think About*

- What is one characteristic of a good resume?
  - \_\_\_\_\_

### We Celebrate you – Participant Success!

- Let's celebrate! What successes have I had the past month with my training and job search efforts?
- **Share:**
  - Something I learned at my Host Agency or at an off-site training workshop/class;
  - Any experience I had in being contacted or interviewed by an employer.

### Following Up

Last month our job search topic was **Follow Up**. We talked about how to follow up on a job interview.

- **My “action” and follow up was as follows:**
  - *To practice writing a thank you note to an employer after meeting at a job fair, interview, etc.*
- **Report Out:**
  - “What was my experience in writing a thank you note last month?”
  - “Any comments or questions about follow up?”

### Employer Guest Speaker

- **Job Search Skill Topic: Resume Development and Customization**
- Guest Speaker: \_\_\_\_\_

### Jobs Readiness Skills – Resume Development and Customization

- I should have a resume in my portfolio; it is the most important way for presenting my transferrable skills, education and work history to an employer.
- Furthermore, the idea of a “one size fits all” is outdated. Instead, my resume should be customized for the particular job I am applying for.
  - **Consider:**
    - **Do I have a resume?**
    - **What are the strongest and weakest parts of my resume?**
    - **What do I like? What do I want to change?**

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- **What are the universal characteristics of a good resume?**

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- **Why do I need a great resume?**

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- **Resume Pointers and Strategies:**

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- **Review the Resource:** *“Writing an Effective Summary of Qualifications”*
  - Members of the group will read this resource document aloud.
  - Staff will read the two examples of a Summary of Qualifications.
  - **Group reflection:**
    - ✓ **Have I ever thought to describe myself on a resume this way?**
    - ✓ **Does it make me feel more confident about presenting myself for a job?**
- **Skill Identification Activity:**
  - This exercise is designed to help participants recognize and appreciate their skills which they might want to put in their Summary of Qualifications.
  - Working alone or in groups of 2, spend about 15 minutes answering some of the questions found in the exercise. NOTE: there are two parts of the exercise; one part is for those with little paid work experience.
    - ✓ Participants can choose whichever questions they wish to answer and don't need to finish in the time allowed.
  - **Report out:** “What did I realize about myself that I want to promote on my resume?”

## Agenda Topics

- **Participant “action” and follow up for next month’s meeting:**
  - Develop or strengthen my Summary of Qualifications. Use the Resource document **“Resume Writing Aides”**.
  - Summaries will be shared during next month’s meeting.

### Employment Portfolio

- A resume is one piece of my **Employment Portfolio**. This Portfolio will:
  - Help me make a good first impression;
  - Present my best self and best work to an employer;
  - Demonstrate my professionalism and seriousness about the job hunt.
- My Employment Portfolio might include:
  - My resume (different versions)
  - My cover letter (different versions)
  - My references
  - Certificates I have earned
  - Lists of my community service and volunteer activities

### Jobs In The Area

- Staff will share job contacts / potential opportunities that you should apply for when the opportunity matches your job goal.
- Participants - Share job contacts opportunities that you are aware of.

### SCSEP Notes / Q & A

1. Are these Network to Work meetings mandatory?
  - \_\_\_\_\_
2. Can I be excused from attending?
  - \_\_\_\_\_
  - \_\_\_\_\_
3. What activities must I avoid at my Host Agency?
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
4. Have a problem? Where can I find the process for registering a complaint or grievance?
  - \_\_\_\_\_

- 5. Got a question? Got a suggestion? Got Milk?
  - Please email us at suggestions@a4td.org
  - We value your feedback!

## **Workplace Safety**

Topic: **Office Safety Basics**

### **Just a Few More Things**

- **Reminder:** All A4TD offices are closed Monday, January 18<sup>th</sup> for Martin Luther King's Birthday.
  - Your Host Agency may be closed on these days.
  - Please talk with SCSEP staff and Host Agency supervisors about making up your hours **during the same payroll cycle**.
- **When are timesheets due?**
  - By 4 p.m. on the 2nd Friday of a payroll cycle
  - BUT, if you train on Saturday, submit your timesheet on Saturday after training
- **Am I job ready?**
  - If so, turn in my completed Job Search Activity Log for December
- February meeting date is \_\_\_\_\_.

### **Work Success Isn't Always Easy – Part 2**

- *"What famous person was told by his teachers that he was 'too stupid to learn anything'?"*
  - \_\_\_\_\_