

Network To Work - Meeting Agenda

Participant Guide – February 2016

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 entrepreneur and department store founder was told by a boss early in his career that “he didn’t have enough common sense to wait on customers” in the dry goods store where he worked?”*

2. *Something to Think About*

- **What is a good question to ask in a job interview?**

○ _____

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 **Resume Development and Customization**. We talked about the characteristics of a good resume and Summary of Qualifications.

- **My “action” and follow up was as follows:**
 - To develop or strengthen my Summary of Qualifications.
- **Report Out:**
 - *“Did I develop or modify a Summary of Qualifications?”*
 - *“What did I do?”*
 - *“Will I share my Summary of Qualifications with the group?”*
 - *“What feedback do I have?”*

Employer Guest Speaker

- **Job Search Skill Topic: Interviewing for a Job**
- Guest Speaker: _____

Jobs Readiness Skills – Preparing for a Job Interview

- The purpose of a **job interview** is for both the company and me to gather information about each other.

Agenda Topics



For the company, it provides them with the opportunity to evaluate my personality, abilities, and qualifications. The employer wants to learn:

- a) **Can I do the job?** Do I have the education, skills and ability to learn and adapt?
- b) **Will I do the job?** Do I really want to work there, am I being honest about my goals, and am I motivated to work?
- c) **Will I fit in?** Do I work well with others, take supervision well, and am I likeable?

For me as the job applicant, the interview gives me the chance to determine whether the job is a good opportunity for me. I can assess whether my goals and abilities match up with what the company is looking for. Most importantly, I can learn about the company and its culture and decide if it's the right fit for me.

- **Consider:**

- **What interview experience can I share?**
- **What went well in the experience?**
- **What can I recommend to others?**

- **What are the elements in preparing for an interview?**

- **Review the Resource #1:** *"How to Answer 6 of the Most Common Interview Questions"*
 - Members of the group will read this resource document aloud.
 - **Group reflection:**
 - ✓ **What are different ways to answer these questions?**
 - ✓ **What do I most want a company to know about me?**

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- **Review the Resource #2: “Nine Great Questions to Ask in a Job Interview”**
 - Members of the group will read this resource document aloud.
 - **Group reflection:**
 - ✓ **Would I feel uncomfortable asking any of the questions; if so, why?**

- **Participant “action” and follow up for next month’s meeting:**
 - Using the suggestions found in the **Resource** document, write out your answer to the question “Tell me about yourself.”
 - We will have you share your answer during next month’s meeting.

Employment Portfolio

- At an interview, components of my **Employment 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?

- _____
- _____
- _____
- _____

Agenda Topics

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: **Accidents: It Won't Happen to Me.**

Just a Few More Things

- **Reminder:** All A4TD offices are closed Monday, February 15th for Presidents Day.
 - 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 work
- **Am I job ready?**
 - If so, turn in my completed Job Search Activity Log for January
- March meeting date is _____.

Work Success Isn't Always Easy – Part 2

- *“What famous entrepreneur and department store founder was told by a boss early in his career that “he didn’t have enough common sense to wait on customers” in the dry goods store where he worked?”*
 - F. W. Woolworth!
 - In 1878 he went on to establish the Woolworth Company, one of the original five- and ten- cent stores that become one of the largest retail chains in the world and a retail model still followed today.
- Bonus question: *“What business has Woolworth’s morphed into?”*
 - Footlocker!