

# Network To Work - Meeting Agenda

Participant Guide – March 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 notable, very successful politician lost many political contents, had many failed businesses, and went to war as a Captain, only to come home as a Private?”*

#### 2. Something to Think About:

- What personal traits do I think employers value in an employee?
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### 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 **Preparing for a Job Interview**. We talked about good interview questions and answers.

- **My “action” and follow up was as follows:**
  - To use the suggestions found in the **Resource** document *“How to Answer 6 of the Most Common Interview Questions”* to write out my answer to the question “Tell me about yourself.”
- **Report Out:** Participant sharing

### Employer Guest Speaker

- **Job Search Skill Topic: Employability Skills**
- Guest Speaker: \_\_\_\_\_

### Jobs Readiness Skills – Employability Skills Employers Look For

- Employers look for two kinds of skills. “Hard Skills” are the specialized or technical skills related to a specific job. “Soft Skills” – also called “Employability Skills” - are the personal traits and behaviors that employees must have to be successful in any job. Employability skills relate to how we communicate, solve problems, participate as part of a team, and handle ourselves in the workplace.
- **Consider:**
  - **What personal traits and behaviors do I think employers value in an employee?**

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## Agenda Topics

- **Review the Resource:** *“Employability Skills Employers Look For”*
  - Members of the group will read and summarize this resource document aloud.
  - Participants will comment on which skills they have and why.

- **Activity:** In groups of two, discuss and answer these questions:

- Which employability skills do I have?

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- Which do I want to promote to an employer in a resume or interview?

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- Which ones are mentioned in my resume? Which are lacking?

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- **Report back to the group**

- **Participant “action” and follow up for next month’s meeting:**

- Referring to the six different Essential Employability Skill categories found in the **Resource** document, write out six separate statements that I can say in an interview that showcase how I have the employability skills an employer is looking for.

- Here’s an example:

*“I take great pride in my sense of responsibility towards my work. I always arrive at work at least 15 minutes early and don’t rush out the door at day’s end. It’s important to me to be sure that my work is done correctly and in a timely fashion. In fact, my supervisor at XYZ Company often told me how much she appreciated that she could count on me to be at work on time, every day, and to do my job well and efficiently.”*

- We will share our statements during next month’s meeting.

## Agenda Topics

### 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
  
- If I do not have all of these documents, my Mature Worker Specialist will be in touch to schedule an appointment with me.

### Jobs in the Area

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

### SCSEP Notes / Q & A

1. Will A4TD be in contact with me after I leave the SCSEP program?
  - \_\_\_\_\_
  
2. If I leave the program for a job and lose it, do I need to tell A4TD?
  - \_\_\_\_\_
  
3. What should I do if I am asked by my host agency to do tasks or duties that aren't outlined in my Individual Employment Plan?
  - \_\_\_\_\_
  
4. Can I drive as part of my training assignment?
  - \_\_\_\_\_
  
5. Are these Network to Work meetings mandatory?
  - \_\_\_\_\_
  
6. Can I be excused from attending?
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## Agenda Topics

7. What activities must I avoid at my Host Agency?

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

8. If I have a problem, where can I find the process for registering a complaint or grievance?

- \_\_\_\_\_

### Just a Few More Things

1. Should I be attending workshops at the Department of Labor?

- \_\_\_\_\_
- Please talk with SCSEP staff about your options.

2. Do these workshops count towards my 20 weekly training hours?

- \_\_\_\_\_

3. Where can I find Network to Work & other training materials created especially for me?

- \_\_\_\_\_

4. Can I find job listings on the A4TD website?

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

5. When are timesheets due?

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

6. Am I job ready?

- If so, turn in my completed Job Search Activity Log for February

7. The April meeting date is \_\_\_\_\_.

8. Got a question? Got a suggestion?

- Please email us at [suggestions@a4td.org](mailto:suggestions@a4td.org); we value your feedback!
- **How can the Associates for Training and Development staff help you?**

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

- *“What notable, very successful politician lost many political campaigns, had many failed businesses, and went to war as a captain, only to come home as a private?”*
  - \_\_\_\_\_