

Network To Work - Meeting Agenda

Participant Guide – April 2016

Agenda Topics

Welcome

Each participant introduces themselves, their training track, and their job goal.
Each participant reads an entry from the **Meeting Norms & Etiquette** handout.

- **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*

- *“This entrepreneur was once considered a failure. He was fired by a newspaper editor because ‘he lacked imagination and had no good ideas.’ After that he started a number of businesses that didn’t last too long and ended with bankruptcy and failure. He kept plugging along, however, and eventually found a recipe for business success that worked.”*

2. *Something to Think About*

- **What can you do to facilitate the process of applying for jobs online?**

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 **Employability Skills**. We talked about the difference between “hard skills” and “soft skills”- also known as employability skills – which are the personal traits and behaviors needed for success in any job.

- **My “action” and follow up was as follows:**
 - To write out six separate statements that I can say in an interview that showcase the employability skills I can offer an employer. (These six will correspond to the six “essential employability skill categories” found in the **resource document** “*Employability Skills Employers Look For*”.)
- **Report Out:**
 - *Who will share one of their statements?*

Employer Guest Speaker

- **Job Search Skill Topic: Applying for Jobs Online**
- Guest Speaker: _____

Agenda Topics

Jobs Readiness Skills – Applying for Jobs Online

- In today's technology age job seekers often have little choice but to apply for jobs online. At times this can be a frustrating experience but there are things one can do to enhance their likelihood of success, privacy and online safety.
- **Consider and discuss:**
 - **What have you done – or can you do – to facilitate the process of applying for jobs online?**

- **Review the Resource:** *"Enhancing Success and Security when Applying for Jobs Online"*
 - Members of the group will each read an item aloud; after each item the group will discuss.
- **Participant "action" and follow up for next month's meeting:**
 - Go to the job site GlassDoor.com and review its privacy policy to determine how I can control my personal information. This can be found at: <https://www.glassdoor.com/about/privacy.htm>.
 - I can also review the **handout**, "Privacy Statement for CTHires.com".
 - I will have you share my observations 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.

Agenda Topics

SCSEP Notes / Q & A

1. Must I use Direct Deposit for my paycheck?
 - _____
2. Do I have to wear my A4TD name tag?
 - _____
3. What should I do if I am asked by my host agency to train during hours different from what was agreed upon when I started at my host agency?
 - _____
 - _____
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?
 - _____
 - _____
 - _____
7. What activities must I avoid at my Host Agency?
 - _____
 - _____
 - _____
 - _____
8. Have a problem? Where can I find the process for registering a complaint or grievance?
 - _____
9. Where can I see the A4TD facebook page and **LIKE, SHARE and COMMENT**:
 - _____ <https://www.facebook.com/associatesfortraininganddevelopment/> _____

Workplace Safety

- Topic: Bloodborne Pathogens Training.

Just a Few More Things



1. Should I be attending workshops at the Department of Labor?
 - _____
 - _____
2. Do these workshops count towards my 20 weekly training hours?
 - _____
3. Where can I find Network to Work materials and other training materials created especially for me?
 - The Training Portal on the A4TD website – www.a4td.org.
4. Can I find job listings on the A4TD website? How can I promote this?
 - _____
 - _____
 - _____
5. When are timesheets due?
 - By 4 p.m. on the 2nd Friday of a payroll cycle
 - BUT, if I train on Saturday, submit my timesheet on Saturday after work
6. Am I job ready?
 - If so, turn in my completed Job Search Activity Log for March
7. May meeting date is _____.
8. Got a question? Got a suggestion?
 - Please email us at suggestions@a4td.org
 - We value your feedback!

Work Success Isn't Always Easy – Part 2

- *“This entrepreneur was once considered a failure. He was fired by a newspaper editor because ‘he lacked imagination and had no good ideas.’ After that he started a number of businesses that didn’t last too long and ended with bankruptcy and failure. He kept plugging along, however, and eventually found a recipe for business success that worked.”*

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