

Network To Work - Meeting Agenda

Participant Guide – May 2016

Agenda Topics

Welcome

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

Each participant names someone in their community who is well-connected and might help him or her find a job.

- 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 star athlete was cut from his high school team and has failed over and over again in his life. He missed more than 9,000 shots in his career, lost almost 300 games, and on 26 occasions missed the game-winning shot. He attributes his success to these failures.”*

2. *Something to Think About*

- **How can I take advantage of my personal and professional connections to help me find a job?**
-
-

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 **Applying for Jobs Online**. We talked about things you can do to enhance your likelihood of success, privacy and online safety while searching online.

- **My “action” and follow up was as follows:**
 - Go to the job site GlassDoor.com and review its privacy policy to determine how I can control your personal information. This privacy policy is found at: <https://www.glassdoor.com/about/privacy.htm>.
 - I was also invited to review the Privacy Statement **handout**.
- **Report Out:**
 - *What did I learn in reviewing a privacy policy?*

Employer Guest Speaker

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

Agenda Topics

Jobs Readiness Skills – Networking for Jobs

- Networking is a crucial strategy for finding hidden job opportunities and seeing possibilities. It's a way for you to connect with others – those you know and those you don't – while keeping your mind open to discover and explore work options you may not have considered before. Networking is about helping others as well as helping yourself.
- **Consider and discuss:**
 - How can I take advantage of my personal and professional connections to find a job?
 - What is networking? What *isn't* networking?
 - Why do it?



- **Review the Resource:** *“Job Networking Tips – Finding a Job by Building Relationships”*
 - Members of the group will each read one or two paragraphs aloud. After each of the six “job networking tips”, the group will discuss.

- **Summary:**

- Based on what I learned today from the guest speaker and our review of the **Resource** document:
 - “Who in my community is well-connected and might be able to help me find a job in my desired field?”

- “What networking actions can I implement to enhance my job search efforts?”

Agenda Topics

- **Participant “action” and follow up for next month’s meeting:**
 - Implement the networking action I identified in the **Summary** section (above).
 - **OR**, evaluate the quality of my current network using the questions and rating scale found in the **Resource** document in Job Networking Tip #4, “*Evaluate the Quality of your Network*”.
 - I will share my experience 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 I should apply for when the opportunity matches my job goal.
- Participants - Share job contacts opportunities that I am aware of.

SCSEP Notes / Q & A

1. What is the leave of absence process? What are my responsibilities?

- _____
- _____
- _____
- _____
- _____
- _____

2. Are these Network to Work meetings mandatory?

- _____

3. Can I be excused from attending?

- _____
- _____
- _____

Agenda Topics

4. What activities must I avoid at my Host Agency?
 - _____
 - _____
 - _____
5. Have a problem? Where can I find the process for registering a complaint or grievance?
 - _____
6. Where can I see the A4TD facebook page and **LIKE, SHARE and COMMENT:**
 - <https://www.facebook.com/associatesfortraininganddevelopment/> _____

Workplace Safety

- Topic: Carbon Monoxide: Safety and Awareness.

Just a Few More Things

1. All A4TD Training Centers will be closed on May 30th in observance of Memorial Day. My Host Agency may also be closed. If it is, I should make plans with my Mature Worker Specialist and my Host Agency supervisor to make up my hours ***during the same pay period.***
2. Should I be attending workshops at the Department of Labor?
 - _____
 - _____
3. Do these workshops count towards my 20 weekly training hours?
 - _____
4. 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.
5. 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 April



Agenda Topics

7. June 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 star athlete was cut from his high school team and has failed over and over again in his life. He missed more than 9,000 shots in his career, lost almost 300 games, and on 26 occasions missed the game-winning shot. He attributes his success to these failures.”*

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