

Network To Work - Meeting Agenda

Participant Guide – June 2016

Agenda Topics

Welcome

Introduce yourself, your training track, and your job goal.

Name two people you have or wish to put on your list of professional references.

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 iconic individual worked many jobs including fireman, tire salesman, and insurance salesman until when at age 62 – funded solely by his social security check - he began pitching his proprietary recipe to restaurants. He was rejected more than 1,000 times but finally his idea took off. Twelve years later at age 74 he sold his company for \$2 million dollars, proving it doesn't matter how old you are to accomplish something great.”

2. **Something to Think About**

- **Who knows my background and accomplishments so well that they would make a good professional reference?**

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 **Networking for Jobs**. We talked about the importance of building relationships to support your job search.

- **My “action” and follow up was as follows:**
 - Review the **Resource** document “*Job Networking Tips – Finding a Job by Building Relationships*”, and then identify and implement a networking action that will enhance my job search efforts.
 - OR, review Job Networking Tip #4, “*Evaluate the Quality of your Network*” in the **Resource** document and then use its questions and rating scale to evaluate the quality of my current network.
- **Report Out:**
 - What action did I implement? OR, what did I learn about the quality of my current network?”

Employer Guest Speaker

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

Agenda Topics

Notes:

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

Jobs Readiness Skills – Professional References

- A professional reference is a person who can vouch for your qualifications for a job and your potential as an employee. It is typically a former employer, a supervisor, a professional mentor, a client or vendor, or someone else who knows your work skills and accomplishments very well and can recommend you for employment.
- A professional reference provides an employer who is considering you for employment with a final confirmation of your skills and abilities as well as a verification of your positive performance on the job.

- **Consider, discuss and brainstorm:**

- What have been my past practices with respect to my references?
- What do I think makes someone an excellent reference?

- **Review the Resource:** *“All About Professional References”*

- Members of the group will each read aloud two or three bulleted items. After each of the nine key question segments, the group will discuss.

- **Summary:**

- Thinking about what you’ve learned today from the guest speaker and our review of the **Resource** document:



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- “What stands out for me as most important with regard to my professional references?”

- “Who knows my background and accomplishments so well that they would make a good professional reference?”

- **Participant “action” and follow up for next month’s meeting:**
 - Identify and carry out one or two activities to enhance the make-up and preparation of the members of my list of professional references.
 - 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. Do I have to register with the American Job Centers (Department of Labor)?

- _____

2. What should I do if you are unable to train on a scheduled day?

- _____
- _____
- _____

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3. Can I make up these hours during the next pay period?
 - _____
4. What should I do if I am injured while training at my Host Agency?
 - _____
5. Am I covered under Workers Compensation if I am injured?
 - _____
6. Where can I see the A4TD facebook page and **LIKE, SHARE and COMMENT**:
 - <https://www.facebook.com/associatesfortraininganddevelopment/>

Workplace Safety

- Topic: Ergonomics for the 21st Century.

Just a Few More Things

1. Where can I find Network to Work materials and other training materials created especially for me?
 - _____
2. How are my computer skills?
 - _____
 - _____
 - _____
 - _____
3. How does the A4TD staff help me?
 - _____
 - _____
 - _____
4. What if I am job ready?
 - _____
 - _____



Agenda Topics

5. June meeting date is _____.
6. Got a question? Got a suggestion?
 - I should send an email to: suggestions@a4td.org
 - My feedback is valued!

Work Success Isn't Always Easy – Part 2

- *“This iconic individual worked many jobs including fireman, tire salesman, and insurance salesman until when at age 62 – funded solely by his social security check - he began pitching his proprietary recipe to restaurants. He was rejected more than 1,000 times but finally his idea took off. Twelve years later at age 74 he sold his company for \$2 million dollars, proving it doesn't matter how old you are to accomplish something great.”*

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