

Network To Work - Meeting Agenda

Participant Guide – July 2016

Agenda Topics

Welcome

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

Jot down some key characteristics of a cover letter.

- _____
- _____

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. Something to Think About

- What is the main purpose of a cover letter? How is it different from a resume?

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 **Professional References**. We talked about the characteristics of a good reference, how to assess the quality of your references, and how to revitalize your pool of references.

- **My “action” and follow up was as follows:**
 - Identify and carry out one or two actions that will better prepare my current references to promote my skills and experience.
- **Report Out:**
 - “What activities did I carry out to improve the effectiveness of my professional references?”

Employer Guest Speaker

- **Job Search Skill Topic: Cover Letters**
- Guest Speaker: _____

Notes:

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

Agenda Topics

Jobs Readiness Skills – Cover Letters

- A cover letter is your initial contact with a potential employer. It complements your resume by introducing yourself and requesting an interview. A good cover letter will connect you with the reader and emphasize what you will bring to the job. This customization also demonstrates your genuine interest in the position; when you take the application process seriously, an employer is more likely to take you seriously. A good cover letter can also highlight relevant experience not detailed in your resume and allow you to address salary matters and any resume content that may potentially raise questions or concerns.

- **Consider, brainstorm and discuss:**

- What is the main purpose of a cover letter? How is it different from a resume?

- **Review the Resource:** *“The New Rules for Cover Letters”*

- Members of the group will each read aloud two or three paragraphs in the resource document. After each of the six rules for crafting an effective cover letter, the group will discuss.

- **Summary:**

- Thinking about what I’ve learned today from the guest speaker and our review of the **Resource** document:
 - “What employer needs do I feel I am able to meet? OR
 - “What changes do I want to make to my cover letter?”

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

- Read the **Handout** “Pointers for Writing a Cover Letter”
 - Using its formula, practice writing a draft cover letter for a job that looks interesting to me, consistent with my training track.
 - We will share our examples at 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

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. Am I required to attend Network to Work meetings?

- _____

2. Where can I find the Participant Complaint Procedures?

- _____

3. What activities must I refrain from while training at my host agency? (Note: failure to abide will result in termination from the program.)

- _____
- _____
- _____
- _____

Workplace Safety

- Topic: Slips, Trips and Falls – the Fatal Half Inch.

Agenda Topics

Just a Few More Things

1. All Vermont Associates Training Centers and Host Agencies will be closed on July 4th in observance of Independence Day. Discuss with my MWS and Host Agency supervisor the options for making up my hours.

2. The increase in weekly training hours' time period has concluded and all participants should have returned to training 20 hours per week. We hope you enjoyed the opportunity to train more weekly hours for the past 2 months. We were very happy we could offer you the opportunity.

3. How many hours a week can I train – including time at my Host Agency and any approved off-site training?
 - _____.

4. Am I in a Food Preparation training track? Do I have a ServeSafe Food Handlers Certification? See my Mature Worker Specialist to sign up!
 - _____

5. The Healthcare industry is the largest growth industry in the state! There are more Healthcare jobs than any other type of job. If I am interested in learning more about the training and employment opportunities in the Healthcare industries, A4TD can help. See my Mature Worker Specialist for more information.

6. How – and how often - should I contact my Mature Worker Specialist to update them on my training and job search efforts?
 - _____
 - _____

7. What if I am job ready?
 - _____
 - _____

6. The August meeting date is _____.

7. Got a question? Got a suggestion?
 - I should send an email to: suggestions@a4td.org
 - My feedback is valued!