

Network To Work - Meeting Agenda

Participant Guide – August 2016

Agenda Topics

Welcome

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

Jot down some words that come to mind when you think of “wellness”.

- _____
- _____

A Bit about SCSEP

1. What does SCSEP stand for?

- _____
- _____

2. What is “SCSEP”?

- _____

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 role can I play in maintaining a safe workforce?

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 **Cover Letters**. We talked about the key characteristics of a cover letter, and about new rules and approaches to writing a good cover letter.

- **My “action” and follow up was as follows:**
 - Read the handout **“Pointers for Writing a Cover Letter”** and pay attention to the formula contained in the handout.
 - Using its formula, practice writing a draft cover letter for a job that looks interesting to me and is consistent with my training track.
- **Report Out:**
 - *“What skills did I decide to showcase in my cover letter?”*
 - *“Did I have any challenges writing my cover letter in this format?”*

Employer Guest Speaker

- **Job Search Skill Topic: Workplace Safety and Personal Wellness**
- Guest Speaker: _____

Notes:

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

Agenda Topics

Jobs Readiness Skills – Workplace Safety and Personal Wellness

- We all know that good health is one of the most important factors in our lives. In the workplace, being in a safe environment and following good safety practices are key to our health. In addition, while job hunting, staying focused on our mental and physical wellness can minimize the detrimental effects that stress can have on our health. That's why today we're going to discuss ways to maximize your physical safety and mental well-being.

- **Consider, brainstorm and discuss:**

"What role can I play in maintaining a safe workplace?"

"What habits interfere with my sense of wellness while job hunting?"

- **Review the Resource – Workplace Safety and Personal Wellness, Section 1:**

"Top Ten Workplace Safety Tips Every Employee Should Know"

- Members of the group will each read aloud the introduction or one of the tips in the resource document. After all tips have been read, the group will discuss, focusing on these questions:
 - *"Are any of these tips similar to the guest speaker's points? How?"*
 - *"What workplace safety practices do I follow at your Host Agency?"*
 - *"Can I think of any other workplace safety practices to keep in mind?"*

Agenda Topics

- **Review the Resource – Workplace Safety and Personal Wellness, Section 2:**
“Maintaining your Personal Wellness while Job Hunting”
 - Members of the group will each read aloud the introduction or one of the nine “Do’s and Don’ts” in the resource document. After all have been read, the group will discuss the recommendations of the article.
 - Participants may also share their own approaches to personal wellness by answering this question:
 - *“What are my individual approaches and strategies to staying balanced, positive, and confident during the job search process?”*

- **Participant “action” and follow up for next month’s meeting:**
 - Review again the Resource Document **“Workplace Safety and Personal Wellness”**, specifically the section on Maintaining Personal Wellness.
 - Select one of the “Do’s” to practice during the next month to help yourself stay balanced in your life and job search.
 - We will share our experience with this at 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

Agenda Topics

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.
 - Also, share any wisdom or insight I have gained from my own job search.

SCSEP Notes / Q & A

1. What should I do if there are any changes in my personal information (name, address, phone, email, etc.)?
 - _____
2. What should I do if during my training I become the relative or domestic partner of another participant or supervisor?
 - _____
3. What should I do if there are any changes to my family, income, or employment status?
 - _____

Just a Few More Things

1. All Associates for Training and Development Training Centers and Host Agencies will be closed on September 5th in observance of Labor Day. Discuss with my Host Agency supervisor and MWS how I can make up my hours during the pay period.
2. The KnowledgeWave Learning Site (KLS) is a virtual computer training program that many participants are currently using. Participating in the training will help me to learn valuable computer skills in Microsoft Office 2010 software that will assist me to be competitive for open employment opportunities. As well, I can earn certificates. The expectation is that all participants will participate in KLS during their time in SCSEP. I can talk with my Mature Worker Specialist to get more information.
3. Searching for a job is a full time job and I must search for employment. ***I should look to the Associates for Training and Development staff for helpful guidance.***

Agenda Topics

4. What should I do if I know someone who is interested in SCSEP services?

- _____

5. What if I am job ready?

- _____
- _____

6. The September meeting date is _____.

7. Got a question? Got a suggestion?

- I should send an email to: suggestions@a4td.org
- My feedback is valued!