

Network To Work - Meeting Agenda

Participant Guide – September 2016

Agenda Topics

1. Materials

- Please be sure to turn in your Job Search Activity Log.
- Your Mature Worker Specialist has your meeting agenda and various program materials available for you.

2. Welcome, Introductions and Follow Up

- **Introduce yourself:** Name, tracking track, and job goal.
- **Report on your action item from last month’s meeting:**
We discussed “Workplace Safety and Personal Wellness”. My action was as follows:
 - To 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 stay balanced in my life and job search.

“What personal wellness activity did I practice this past month to help me stay balanced in my life?”

• _____

3. A Bit about SCSEP

- What does SCSEP stand for?
• _____
• _____
- What is “SCSEP”?
• _____
• _____
- Who administers the SCSEP program?
• _____
• _____
- What’s the objective of the SCSEP program?
• _____
• _____

Agenda Topics

➤ So what's my goal as a SCSEP participant?

- _____
- _____
- _____
- _____

➤ Besides the community service aspect of my training, how else can I help others who need SCSEP training?

- _____
- _____

4. We Celebrate You! Participant Success and Sharing

- Certificates are handed out
- **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.

5. Job Readiness - Topic Introduction

- **Think about these questions and jot down a few thoughts:**
- "What characteristics do I think describe a worker who is aged 40 or under?"
 - "What characteristics do I think describe a worker who is aged 55 or over?"
- _____
 - _____

6. Employer Guest Speaker

- **Job Search Skill Topic:** "Workplace Manners & Behavior – Working as Part of an Inter-Generational Workforce"
- Guest Speaker: _____

Notes:

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

Agenda Topics

7. Jobs Readiness Skills: “Workplace Manners and Behavior – Working as Part of an Inter-Generational Workforce”

- **Introduction:**

“Americans are staying in the workforce longer than ever before; at the same time, Generation Y – those workers born between 1977 and 1991 – are now the largest segment of the workforce at 80 million strong. At some point all of us will work for or with people who aren’t our age and who bring different work styles and work ethics to their jobs. Therefore, generational diversity is something that all of us – workers and employers alike – must pay attention to.”

- **Consider, brainstorm and discuss:** (refer back to your notes in #5, above)

- *“What characteristics describe a worker aged 40 or under?”*
- *“What characteristics describe a worker aged 55 or over?”*
- *“What has been my experience working with younger co-workers or supervisors?”*

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

- **Review the Resource – Part 1:**

1. *“Workplace Manners and Codes of Behavior – Working as Part of an Inter-generational Workforce”*; **Section 1 - “The Workplace through the Ages”**

- **Local Staff will read;**

- **Discussion:**

- *“How do these points match my experience?”*
- *“Have I noticed these differences in any of my workplaces or at my Host Agency? What did the situation look like?”*

Agenda Topics

- **Review the Resource – Part 2:**
 1. *“Workplace Manners and Codes of Behavior – Working as Part of an Inter-generational Workforce”*;
Section 2 - “Generational Diversity, part 1: Tips for Handling Age Differences at Work and in the Job Hunt”
 - **Each participant will read a segment;**
 - **Discussion**
 - *“What are my reactions to these tips?”*
 - *“Which do I think will be most helpful to me?”*

- **Participant “action” and follow up for next month’s meeting:**
 - **Participant reinforcement activity:**
 - Select one of the “Tips” in Section Two of the Resource Document to practice during the next month. This will help me become more skilled to navigate generational differences at my host agency or in my interviews.
 - Read **Section Three** of the Resource Document ***“Generational Diversity – part 2: Key Areas of Difference”***.
 - I will be asked to share my experience at next month’s meeting.

8. 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
- **Let my Mature Worker Specialist know if I need any of these documents.**

Agenda Topics

9. Jobs in the Area / Peer to Peer Support

- **Staff will share job contacts** / potential opportunities that I should apply for when the opportunity matches my job goal.
- **Participants will:**
 - Share job contacts opportunities that I am aware of.
 - Also, share any wisdom or insight I have gained from my own job search.

10. SCSEP Notes / Q & A

- What kind of follow up will Associates for Training and Development do after I leave the SCSEP program? For how long?
 - _____
- What should I do if I am asked to do tasks or duties that aren't outlined in my IEP?
 - _____
- Am I allowed to drive as part of my training time?
 - _____
- What should I do with my pay stubs?
 - _____
 - _____

11. Workplace Safety Video

- Topic: Top Ten Hazard Blind Spots

12. Just a Few More Things

- Each year all SCSEP participants in the United States are sent a *Customer Satisfaction Survey* by a company called Charter Oak, which administers the survey for the US Dept. of Labor. The surveys will be sent in October. Things to know and consider:
 - You will receive a pre-survey letter from Associates for Training and Development in advance of the survey. Have you received it? If not, you will soon.
 - The surveys are confidential and no one will see any individual responses. The completed surveys will be returned to The Charter Oak Group in a postage-paid, self-addressed envelope. No one will see any individual responses.
 - It is very important that you take the time to complete the survey and return it in the provided self-addressed stamped envelope.

Agenda Topics

- The survey gives all participants an **OPPORTUNITY** to reflect and tell Congress and the United States Dept. of Labor why the Senior Community Service Employment Program is important and how it has helped them - in essence, to be able to give feedback about the program to help make it better.
- If you have any questions about the survey, please ask SCSEP staff or call Rick at 800-439-3307 x122. Thank you in advance for taking the time to complete the survey. We hope you feel that we have provided you excellent SCSEP training services.
- How often should I contact my Mature Worker Specialist? What kind of update should I give?
 - _____
- In what type of ongoing training am I expected to participate?
 - _____
 - _____
- What should I do if I am aware of anyone who may be interested in SCSEP services?
 - _____
- What should I do if I am job ready?
 - _____
- The October meeting date is _____.
- What should I do if I have a question or suggestion?
 - I should send an email to: suggestions@a4td.org
My feedback is valued!