

Network To Work - Meeting Agenda

Participant Guide – October 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 tip for handling differences between generations did you put into practice?”

• _____

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 do you think of when you hear the phrase 'career resilience'?"*
- *"What are some changes in a work situation that would require us to adapt?"*

- _____
- _____

6. Employer Guest Speaker

- **Job Search Skill Topic:** "Career Resilience"
- Guest Speaker: _____

Notes:

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

Agenda Topics

7. Jobs Readiness Skills: “Career Resilience – Bouncing Back When Your Career Hits an Obstacle”

- **Introduction:**

“Resilience is the ability to adjust to adversity, maintain balance and continue to move on in a positive manner. Resilience is active and dynamic; it is an ongoing process. It allows an individual to cope with stressful transitions and manage life events.”

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

- *“What do you think of when you hear the phrase ‘career resilience’?”*

- *“What are some changes in a work situation that would require us to adapt?”*

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

Review the Resource – Part 1: “Introduction to Career Resilience”

Local Staff will read;

- ▶ **Discussion:**

- *“What obstacles have you personally experienced in your career?”*

- *“Did you feel you were prepared to handle that situation? Why or why not?”*

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

Agenda Topics

▶ **Review the Resource – Part 2: “6 Tips for Building Career Resilience”**

- 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 bounce back when faced with a difficult career situation.
- I will be asked to share my experience at next month’s meeting.
 - Read **Section Three** of the Resource Document “*What Would You Do?*”.
 - Brainstorm ideas on ways to “bounce back” from situations described in this section of your resource.

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

- ▶ When can I update my W2 form?

- _____

- ▶ What are the advantages of direct deposit?

- _____

- ▶ What do I do if my training hours are different than what is on my schedule?

- _____

- ▶ Can I miss a Network to Work meeting?

- _____

- ▶ When are time cards due?

- _____

Having a complete and correct timesheet is a basic work skill and very important to make sure you get paid on time. Using the timesheet on the last page of the resource find and correct the errors. Can you find them all?

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 Vermont 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.

- 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!