

Network To Work - Meeting Agenda

Participant Guide – January 2017

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, host agency, and job goal.
- ▶ **Report on your action item from last month's meeting:**
We discussed "*Following up on job search activities*". **How did you follow up?**

• _____

3. A Bit about SCSEP

Answer the following questions.

Q. What is the difference between SCSEP & A4TD?

A. _____

Q. What additional training should you participate in beyond your host agency?

- _____
- _____
- _____

Q. Where can you find a list of recommended job search websites?

A. _____

Q. When should I begin looking for a job?

- _____
- _____

Agenda Topics

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 makes an effective resume?”*
 - _____
- *“What important question should my resume answer?”*
 - _____

6. Employer Guest Speaker

- **Job Search Skill Topic:** “Developing and Customizing Your Resume”
- Guest Speaker: _____

Notes:

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

7. Jobs Readiness Skills: Topic: How following up can land you a job.

- **Discuss questions from section 5**
- The purpose of a resume is to catch the attention of the employer so that they will bring you in for an interview. The summary statement is the first thing the employer will see and is your best chance for grabbing attention and making it to the “interview pile”. The summary statement is one of the areas you’ll want to customize for different job applications. This will make sure your resume matches the job requirements and gets you in the door.

GO TO the Resource Document for exercise on developing/customizing your resume.

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.**

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. Workplace Safety Video: Sleep Loss Effects

Name two effects of lack of sleep

- _____
- _____

11. Parting Notes

- ▶ A4TD offices will be closed for the MLK Jr. holiday on what date?
 - _____

- ▶ Can I skip the Network to Work meeting?
 - _____

- ▶ Who do I reach out to if I have a grievance at my host agency
 - First _____
 - Second _____
 - Third _____

Agenda Topics

▶ What things/activities are prohibited at the host agency/in the SCSEP program?

- _____
- _____
- _____

▶ The January meeting date is _____.

▶ What should I do if I have a question or suggestion?

- _____

My feedback is valued!