

Network To Work - Meeting Agenda

Participant Guide – August 2017

Agenda Topics

1. Materials

- ▶ Please be sure to turn in your Job Search Activity Log.
- ▶ Your **Case Management Participant Assistant** 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 "*Cover Letters*". *How did you follow up?*

• _____

3. A Bit about SCSEP - Answer the following questions.

1. What does "SCSEP" stand for?
 - Some Companies Seek Enterprising People?
 - Socially Conscious Seniors Enjoy Participating?
 - Senior Community Service Employment Program?
2. What's the objective of the SCSEP program?
 - _____
3. Besides the community service aspect of your training, how else can you 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 does the concept of workplace wellbeing mean to you?”

■ _____

“I don’t train in a manufacturing or construction environment – do I really need to think about workplace safety?”

■ _____

6. Employer Guest Speaker

- **Job Search Skill Topic:** “Workplace Wellbeing / Safety”
- Guest Speaker: _____

Notes:

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○ _____

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7. Workplace Wellbeing and Safety.

- **Part 1 – Cultivating Workplace Wellbeing.** See Resource document: **“Changes We Can Make to Protect and Foster Workplace Wellbeing”**
“Workplace wellbeing is about managing stress, feeling good, and living safely and healthily so that work does not negatively impact our core life needs. How we approach the subject of wellbeing at work has an impact on our quality of life. It reflects our philosophical approach to life and ultimately has implications regarding whether we enjoy health and happiness or suffer illness and anxiety. Furthermore, when our wellbeing is lessened, our workplace performance and effectiveness is also reduced.

Therefore, from both a personal and professional standpoint, we each have a duty to safeguard and nurture our personal wellbeing at work, especially where there is no-one to help us do it. Here are some ideas for simple ways to protect, restore and further develop personal wellbeing. Much of this guidance involves avoiding risks of stress, and ways of reducing stress when it occurs.”



GO TO the Resource Document for more on cultivating workplace wellbeing.

ACTIVITY:

“Think about the changes outlined in the Resource document that were just read. Which of these could you make to improve your own sense of wellbeing at work? Write down two that you will commit to begin doing at your training assignment.”

- **Part 2 –Workplace Safety.**

- *Workplace Safety Video: “Safety: A Waste of Time – Safety Meetings & Hazard Awareness”*
- *See Resource document: “Recognizing Hidden Dangers: 21 steps to a Safer Office”.*

“It’s fairly obvious that safety and health hazards can exist on worksites filled with heavy machinery and equipment, where employees often are required to engage in strenuous manual labor. A job where most of the work tasks are completed while sitting in a chair in a climate-controlled office building would seem less fraught with danger. However, a surprising number of hazards can be present in an office setting. Falls are the most common source of injury in an office, although workers also are injured by being struck by or against objects, and suffering ergonomic injuries.

According to data from the Bureau of Labor Statistics, 80,410 private-industry office and administrative workers suffered on-the-job injuries in 2008. Many of these injuries could have been prevented had the risks been recognized and simple workplace modifications implemented.

Some simple changes to the workspace can be effective in eliminating hazards and reducing the number of injuries. Here are 21 steps you can take to reduce the risk of injury among your office staff.”



GO TO the Resource Document for more on workplace safety.

Agenda Topics

ACTIVITY:

“Think about the steps outlined in the Resource document that were just read. Which of these could you make to improve your own sense of safety at your training assignment? Write these down.”

8. Your Employment Portfolio: What’s in your portfolio?

Check off the items you have in your portfolio already. See you CMPA make a plan to complete the missing items:

- Your resume & cover letter (different versions)*
- Your references*
- Certificates you have earned*
- Lists of your community service and volunteer activities”*

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. Parting Notes

- The monthly Network to Work meeting (this meeting) is required. Notify Training Center Staff before meeting if you are unable to attend.
- What should you do if there are any changes in your personal information (address, phone, email, name, etc.)?
 - _____.
- What if, during training, you become the relative or domestic partner of another participant or supervisor?
 - _____.
- And what if there are any changes to your family, income or employment status?
 - _____.
- The September meeting date is _____.

Agenda Topics

- All Associates for Training and Development Training Centers and Host Agencies will be closed on Monday, September 4th in observance of Labor Day. Please plan ahead and discuss with your Host Agency supervisor how you can make up your hours during the pay period.
- Do you have a question or suggestion?
 - Please email us at suggestions@a4td.org; we value your feedback!
 - How can the Associates for Training and Development staff help you?