

Network To Work - Meeting Agenda

Participant Guide – September 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 "*Workplace Wellbeing and Safety*". **How did you use that information at your training site?**
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3. A Bit about SCSEP - Answer the following questions.

- What does "SCSEP" stand for?
 - Senior _____ Service _____ Program
- What's the objective of the SCSEP program?
 - _____
- 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.

Agenda Topics

5. Job Readiness – Business Etiquette & Manners - Topic Introduction

- Think about these questions and jot down a few thoughts:

“What does the concept of **business etiquette** mean to you?”

■ _____

“What do you think are some of the most important manners to demonstrate at work?”

■ _____

6. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Business Etiquette and Manners”

Notes:

7. Job Readiness: **Business Etiquette and Manners.**

Business etiquette is all about the way you present yourself at work and show respect for your work and your employer. When you demonstrate good etiquette in the workplace, you and your work will be taken more seriously and you will be seen as someone with the knowledge and self-control to be good at their job. However, when you demonstrate poor etiquette, you may lose the trust of your boss, your colleagues, and your customers. The importance of business etiquette should not be minimized.

There are many examples of what constitutes good workplace etiquette: dressing appropriately, being on time, and controlling the use of your cell phone to name but a few. The Resource document outlines a number of important etiquette pointers in detail. Today, however, we want to focus on how having a positive attitude and connecting well with others can impress others and enhance your employment prospects and opportunities.

Attitude is everything. How do you respond to situations? Can you put a positive spin on things? Do you interact positively with your co-workers? In the workplace you want to maintain a balance of professionalism and friendliness. No one expects that you will wear a bright smile on your face all day, but being negative, grumpy or ignoring others can give the impression that you aren't interested in working with others and negatively impact team projects. On the other hand, demonstrating friendliness towards your co-workers opens the doors to good communication and better work results.

Agenda Topics

- **Part 1 – Being Polite, Courteous and Gracious.**

- Discussion:

ACTIVITY #1: “Thank you for the Rock”. *Practicing the art of being gracious, attentive and acknowledging others.*

- Instructions and Discussion:

- **Part 2 –Remembering Names.**

Being gracious and demonstrating good manners involves being interested in others, which includes knowing and remembering their names. It also involves the importance of a good handshake.



GO TO the Resource Document: “8 Tips to Remember the Names of Co-Workers” to participate in a group discussion of the topic.

- Discussion:

ACTIVITY #2: “Healthy Handshake and Name Recall”

- Instructions and Discussion

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SEE the Resource Document for more on developing your business etiquette & manners.

- **FOLLOW UP: For discussion during the October meeting:**
 - Read the second article in the Resource document - *“15 Time-Tested Rules of Better Behavior”*.
 - In the next month, practice either one rule from this second article, or one tip for remembering the names of co-workers.

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. Workplace Safety Video: Top Ten Hazard Blind Spots

- What are some of the common blind spots that might cause me to miss hazards while at work?

11. Parting Notes

- A4TD will follow up with you for a year after I leave SCSEP to check on my status. See the Participant Orientation Handbook for more information.

Agenda Topics

- What should you do if you are asked to do tasks or duties that are not outlined in your IEP?
 - _____.
- Are you allowed to drive as part of your training time?
 - _____.
- What should you do with your pay stubs?
 - _____.
- Please contact your Mature Worker Specialist at least once per pay period to update them on your training and job search efforts. You can do this by stopping by the Training Center, phone or email.
- In accordance with your IEP, all participants are expected to participate in ongoing job readiness and computer literacy training.
- If you are aware of any individuals who may be interested in SCSEP services, please refer them to local SCSEP staff.
- The October meeting date is _____.
- All Associates for Training and Development Training Centers and Host Agencies will be closed on Monday, October 9th in observance of Columbus 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?