

# Network To Work - Meeting Agenda

Participant Guide – October 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 "*Business Etiquette and Manners*". **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?
  - \_\_\_\_\_
- What's the objective of the SCSEP program?
  - \_\_\_\_\_
- Through your training activities you are in essence offering a community service. What else can you do to help others in need?
  - \_\_\_\_\_

### 4. We Celebrate You! Participant Success and Sharing

- Certificates are handed out
- **Share:**
  - **Something you learned** at your Host Agency or at an off-site training workshop/class;
  - **Any experience you had** in being contacted or interviewed by an employer.

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### 5. Job Readiness – Career Resilience - Topic Introduction

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

*“What does the concept of **career resilience** mean to me?”*

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*“What do I think affects my own personal resilience?”*

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### 6. Employer Guest Speaker: \_\_\_\_\_

- Job Search Skill Topic: “Career Resilience”

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### 7. Job Readiness: Career Resilience

- **What is career resilience?** Career resilience is the ability to adapt well to the stresses, uncertainty and challenges or adversity connected with work-related changes. It is the capacity to adjust in a positive way to new situations as they happen, to roll with the punches, bounce back, and use what life throws at us to make us grow and become stronger. It also means taking ownership of our careers and the ongoing development of characteristics identified with employability – including flexibility, adaptability and agility.

How do you usually respond to situations where you are not in control? We can’t normally control the people and events around us, but we can control our ability to respond to the challenges presented. Resilience can help us **feel** more in control, maintain a healthy perspective, be more pro-active in responding to events, and allow us to “take aim” rather than “cast blame”.

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There are many ways to model and develop career resilience. What is important to remember is that developing resilience is an ongoing process – a way of being over time; it's not a singular response to a single event.

- **Large Group Discussion:**

- “We all have faced obstacles in our lives. What are some setbacks or workplace challenges you have faced in your work life?”
  - “How did the situation make you feel?”
  - “How did you respond?”
  - “Do you feel you had good skills to handle it?”
- “What do you think affects your ability to be resilient?”

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- **Responding To Workplace Change:**

In our work we are generally task oriented, focusing on the things we need to do and the actions we need to take. So when we are dealing with unexpected changes and stressors in our work lives, our tendency is to think about new tasks to do or actions to take, such as updating our resume, networking with our professional contacts, etc. However, we often overlook the emotional impact associated with these changes, which can make it hard for us to move forward.

At times, major career transitions can shake us to our core. We may feel that we are losing or have lost our professional identity and sense of self, of value, of purpose and that we are facing a void where our direction and destination are unknown. This can be extremely unsettling, yet it is often not talked about.

The fact is, significant workplace changes can make us feel alone, isolated, and cause us to face our fears, vulnerabilities, self-doubts, shame and even anger. Ignoring these emotions keeps us stuck in place. So part of developing career resilience is being open to expanding our sense of self – letting go of “what was” in order to be able to move towards “what will be”. It's somewhat like the caterpillar's journey to becoming a

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butterfly – it’s not easy, it takes time, and it’s often “one step forward, two steps back”. The first step is recognizing the reality and importance of this emotional journey and understanding that it shouldn’t be ignored. Then we are able to take steps to help us move forward, beyond the emotions that may keep us stuck.

As mentioned above, one way to move towards a new career identity is to expand and grow our sense of self. How do we expand and grow our sense of self? It starts with reflection and introspection that helps us to gain clarity about who we are, what we want, our gifts and talents, and the ways that we provide value in our work and in our lives. Then, acting on that knowledge, we can set goals and plans for ourselves that align with how we want to use our talents in the workplace. We can begin to see new possibilities for ourselves and different ways to “fit in” professionally.

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**SEE the Resource Document** for more on developing career resilience.

- **FOLLOW UP: For discussion during the November meeting:**
  - To help you gain some clarity about your gifts and talents, we’ve developed an exercise called “**Identifying and Classifying your Strengths**”. It is included in your Resource materials.
    - Please complete this exercise and be prepared to share your identified strengths at the November meeting.
  - Read the third article in the Resource document - “**Tips for Developing Career Resilience**”.

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

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### 9. Jobs in the Area / Peer to Peer Support

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

### 10. Workplace Safety Video: “You are a Safety Leader”

- What are some of the ways you can be a safety leader?

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### 11. Parting Notes

- When can you update your W4 form?
  - \_\_\_\_\_.
- What should you do if your training hours are different than what is on your schedule?“
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- Can you miss a Network to Work meeting?
  - \_\_\_\_\_.
- When are your time sheets due?
  - \_\_\_\_\_.
- Reminder – please return the SCSEP survey you recently received from Charter Oak.
- All Associates for Training and Development Training Centers and Host Agencies will be closed on Friday, November 10<sup>th</sup> in observance of Veterans’ Day. Please plan ahead and discuss with your Host Agency supervisor how you can make up your hours during the pay period.
- The November meeting date is \_\_\_\_\_.
- Do you have a question or suggestion?
  - Please email us at [suggestions@a4td.org](mailto:suggestions@a4td.org); we value your feedback!
  - How can the Associates for Training and Development staff help you?