

Network To Work - Meeting Agenda

Participant Guide – November 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 "*Career Resilience*". You were to complete the exercise "Identifying and Classifying your Strengths". ***What personal strengths and talents did you identify?***

- _____
- _____
- _____
- _____

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

- What does "SCSEP" stand for?
 - _____
- What's the objective of the SCSEP program?
 - _____
- What's your goal as a SCSEP participant?
 - _____
- 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

Agenda Topics

- **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.

5. Job Readiness – Follow Up - Topic Introduction

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

“When you think about your job search activities, what should you be doing to follow up?”

- _____

“Why is it important to follow up after a job interview? What information do you want to convey?”

- _____

6. Employer Guest Speaker: _____

- **Job Search Skill Topic: “Follow Up”**

Notes: _____

7. Job Readiness: Follow Up

- A crucial component of the job search process is follow up. Whether in response to a job application, an actual interview, or a networking meeting, whether and how you follow up will have a significant impact on your success. We’re going to focus today on how to follow up after a job interview.

Agenda Topics

- **Large Group Discussion of Questions from Section 5, above:**

- *“When you think about your job search activities, what should you be doing to follow up?”*
- *“Why is it important to follow up after a job interview? What information do you want to convey?”*

Notes: _____

- **Crafting an Effective Follow Up Communication – Part 1: RESOURCE MATERIALS**

- **See the Resource** document, *“Follow Up – Job Interview”* and the segment called *“Pointers – Following up on a Job Interview.”*

Notes: _____

Agenda Topics

- **Crafting an Effective Follow Up Communication – Part 2: ACTIVITY**

- **Refer to** your **Resource** document, *“Follow up – Job Interview”*, and specifically the second section called *“How to Follow Up by Email after an Interview”*
- **See** the **Activity** handout, *“Writing a Thank You Email”*

Notes: _____

SEE the Resource Documents for more on following up on your job interviews and applications.

- **HOME WORK: For discussion during the December meeting:**

- Read the **Resource** document *“Follow Up – Job Application”*;
- Practice and use the recommendations and content from the **Resource** documents to follow up on job applications and interviews.
- If unsure about a particular thank you note you wish to send, write it out, hold on to it, and bring it to next month’s meeting to review and discuss with the group.
- Come to next month’s meeting ready to share your follow up experiences.

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”

Agenda Topics

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: “Ugly Hitchhikers – Protect your Health, Safety and Self-Respect”

- What are some of the ways you can protect your health and safety?

11. Parting Notes

- What should you do if you are training in a Food Preparation training track?
 - _____.
- You’re not training in food preparation or service. What other training is available to you?
 - _____.
 - _____.
 - _____.
 - _____.
- What are your responsibilities with regard to job hunting?
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
- What do you have to do if you train for more hours or at different times than what is listed in your Training Assignment Description?”
 - _____.
 - _____.

Agenda Topics

- All A4TD Training Centers will be closed on Thursday, November 22nd and Friday, November 23rd in observance of Thanksgiving. Your Host Agency may also be closed. If it is, please make plans with your Mature Worker Specialist and your Host Agency supervisor to make up your hours during the same pay period.
- The December meeting date is _____.
- 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?