

Network To Work - Meeting Agenda

Participant Guide – December 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 the first "S" in "SCSEP" stand for?
 - _____
- What does the "C" in "SCSEP" stand for?
 - _____
- What's the objective of the SCSEP program?
 - _____
 - _____
- What's your goal as a SCSEP participant?
 - _____
 - _____

Agenda Topics

- Through your training activities you are in essence offering a community service. What else can you do to help others in need?
 - _____
 - _____

- How can you contribute to the success of the SCSEP program?
 - _____
 - _____

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.

5. Setting the Stage: Introduction to Employability Skills (Job Readiness Topic)

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

“What are three skills that you consider to be “Employability Skills”?”

- _____
- _____
- _____

“What do think your employability skills tell an employer about you?”

- _____
- _____
- _____

6. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Employability Skills”

Notes: _____

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: “Back Safety – The Low 5s”

- What are some of the ways you can protect your lower back?

11. Parting Notes

- Where can you find a copy of your participant handbook, your timesheet, and the payroll schedule all in one convenience place?
 - _____.
- What should you do if you will not be training for more than 5 consecutive business days at your Host Agency?
 - _____.
 - _____.
 - _____.
- What should you do if you aren't able to train on a scheduled day?
 - _____.
 - _____.
 - _____.
- Are you covered under Workers Compensation while training at your Host Agency?
 - _____.
 - _____.
- All A4TD Training Centers will be closed on Monday, December 25th in observance of Christmas Day and Monday, January 1st in observance of New Year's Day. Your Host Agency may also be closed on those day ***or other days***. If it is, please make plans with your Case Manager Participant Assistant and your Host Agency supervisor to make up your hours ***during the same pay period***.

Agenda Topics

- The January 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?