

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 "*Follow Up*". You were to read the Resource document "Follow up – Job Application" and then practice and use the recommendations and content from the Resource documents to follow up on job applications and interviews.
How did you follow up on job applications, interviews, etc. during the last month?

- _____
- _____
- _____
- _____

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

7. Job Readiness: Employability Skills

- *Employability skills are the core skills and traits that are needed in nearly every job. These are the general skills that make someone “employable.” Hiring managers almost always look for employees with these skills.*
- **Large Group Discussion of Questions from Section 5, above:**
 - *“What are three skills that you consider to be “Employability Skills”?”*
 - *“What do think your employability skills tell an employer about you?”*

Notes: _____

- **Resource Materials**
 - **See the Resource** document, *“Employability Skills”* and the segment called *“Top Five Employability Skills”*

Notes: _____

Agenda Topics

- **ACTIVITY: Understanding what your Body Language is saying about you.**

Notes: _____

“What have you learned? What might you begin to do differently?”

- **HOME WORK: For discussion during the January meeting:**
 - Read the second segment of the **Resource** document, called “*The 11 Worst Body Language Mistakes that Professionals Make*”;
 - During the next month, pay close attention to the body language you use while at your Host Agency.
 - Write down your observations of some of your most common behaviors, what you think they convey, and how they might be interpreted.
 - Identify any body language habits you might want to change.
 - Come to next month’s meeting ready to share your observations, insights, and any habits you want to change.

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: “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?