

Network To Work - Meeting Agenda

Participant Guide – January 2018

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 "*Employability Skills*". You were to read the Resource document "The Eleven Worst Body Language Mistakes that Professionals Make" and then observe your own body language while training at your host agency.
 - What do you think your language conveys? How might it be interpreted?
 - Are there any body language habits you might want to change?

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

- What does the second "S" in "SCSEP" stand for?
 - _____
- How do you provide service to the community as a SCSEP participant?
 - _____
- What's the objective of the SCSEP program?
 - _____
 - _____
- What's your goal as a SCSEP participant?
 - _____
 - _____
- In addition to the community service you provide, what else can you do to help others?
 - _____
 - _____

Agenda Topics

- 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 Resume Customization (Job Readiness Topic)

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

“What are three of the most important things your resume should convey?”

- _____
- _____
- _____

“Why do you think it is important to customize your resume?”

- _____
- _____
- _____

6. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Resume Customization”

Notes: _____

7. Job Readiness: Resume Customization

- Activity #1 – The Resume Game

Notes: _____

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

- “What are three of the most important things your resume should convey?”
- “Why do you think it is important to customize your resume?”

Notes: _____

- Resource Materials

- See the Resource document, “Resume Customization” and the segment called “Showcasing Your Experience the Right Way”.

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: “Sleep Loss Effects – Danger: Sleepy Worker at Work”

- What are some of the ways sleepiness can impact workplace safety?

11. Parting Notes

- What is the difference between SCSEP and A4TD?
 - _____.
- What additional training should you participate in beyond your host agency?
 - _____.
 - _____.
 - _____.
- Where can you find a list of recommended job search websites?
 - _____.
 - _____.
 - _____.
- When should you begin looking for a job?
 - _____.
 - _____.
- What should you do if you have a complaint?
 - A4TD has a Grievance Process. Details can be found in your A4TD Participant Orientation Handbook – Section 8 – Additional Program Information / Complaint and Grievance Procedure (page 24). Here are the general steps:

Agenda Topics

- i. Step I: Informal discussion with local A4TD SCSEP staff person, within ten working days of the relevant matter or incident.
 - ii. Step II: If not resolved satisfactorily, complaint is put in writing within 10 days of Step I decision and submitted to A4TD State Director.
 - iii. Step III: If not resolved satisfactorily with State Director, complaint is put in writing within 10 days of Step II decision and submitted to A4TD Executive Management.
- All A4TD Training Centers will be closed on Monday, January 15th in observance of Martin Luther King Day, and on Monday, February 19th in observance of Presidents' 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**.
 - The February 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?