

Network To Work - Meeting Agenda

Participant Guide – December 2016

Agenda Topics

1. Materials

- ▶ Please be sure to turn in your Job Search Activity Log.
- ▶ Your Mature Worker Specialist has your meeting agenda and various program materials available for you.

2. Welcome, Introductions and Follow Up

- ▶ **Introduce yourself:** Name, tracking track, and job goal.
- ▶ **Report on your action item from last month's meeting:**
We discussed "Career Resilience". *"What Labor Market Information did you use or find helpful in your job search?"*

- _____

3. A Bit about SCSEP

Answer the following questions.

Q. **What are the 2 goals of the SCSEP program?** [Hint: built into the name]

A. _____

Q. **Who is SCSEP for?**

A. Seniors who are ...

- _____
- _____
- _____
- _____

Q. **So what are your goals as a SCSEP participant?**

A.

- _____
- _____

Agenda Topics

Q. **What's the best place to look for jobs?**

A. Everywhere – but specifically...

- _____
- _____
- _____

Q. **How can you contribute to the success of the SCSEP program?**

A.

- _____
- _____
- _____

4. We Celebrate You! Participant Success and Sharing

Certificates are handed out

▶ **Share:**

- **Something I learned** at my Host Agency or at an off-site training workshop/class;
- **Any experience** I had in being contacted or interviewed by an employer.

5. Job Readiness - Topic Introduction

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

- *“What job search events require follow up?”*
- *“How can following up help you land a job?”*

- _____
- _____

6. Employer Guest Speaker

- **Job Search Skill Topic:** “Follow Up on Job Search Activities”
- Guest Speaker: _____

Notes:

- _____
- _____
- _____
- _____
- _____
- _____

7. Jobs Readiness Skills: Topic: How following up can land you a job.

Imagine you are playing in a soccer game. The ball is kicked to your corner of the field. The ball is coming your way, you get yourself lined up to give it a solid kick. You're all ready, when suddenly an opponent swoops in at the last second and steals the ball. In soccer, the phrase the coaches drill into the player is "Go to the ball, don't wait for the ball to come to you!" We could say the same of the job search. "Don't wait for the job to come to you, go to the job."

- **Discuss questions from section 5**

GO TO the Resource Document for ways to follow up on the various steps in a job search.

8. Employment Portfolio

- At an interview, components of my **Employment Portfolio** will:
 - Help me make a good first impression;
 - Present my best self and best work to an employer;
 - Demonstrate my professionalism and seriousness about the job hunt.
- My Employment Portfolio might include:
 - My resume (different versions)
 - My cover letter (different versions)
 - My references
 - Certificates I have earned
 - Lists of my community service and volunteer activities
- **Let my Mature Worker Specialist know if I need any of these documents.**

9. Jobs in the Area / Peer to Peer Support

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

10. SCSEP Notes / Q & A

- ▶ Where can you find timesheets, schedule of holidays and the Participant Handbook in one convenient place?

- _____

Agenda Topics

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▶ What do I need to do if I will be away from my Host Agency for more than 5 days?

- _____

▶ What are the advantages of direct deposit?

- _____

▶ Can I make up time missed at the host agency? When?

- _____

▶ Am I covered if I get hurt while training at my host agency?

- _____

▶ What do I do in case of injury?

- _____

11. Workplace Safety Video

- Topic: Back Safety

12. Parting Notes

▶ A4TD offices will be closed for the Christmas holiday on what date?

- _____

▶ Who should I call if I am unable to train at my host agency?

- _____

- _____

▶ The January meeting date is _____.

▶ What should I do if I have a question or suggestion?

- I should send an email to: suggestions@a4td.org

My feedback is valued!