

# Network To Work - Meeting Agenda

Participant Guide – February 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 "Creating a summary statement for your resume". **How did you follow up?**

- \_\_\_\_\_

### 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. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

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

A. Everywhere – but specifically...

- \_\_\_\_\_

## Agenda Topics

- \_\_\_\_\_
- \_\_\_\_\_

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 do you need to do to prepare for a job interview?”*
  - \_\_\_\_\_
- *“What is the most important message to convey to the interviewer?”*
  - \_\_\_\_\_

### 6. Employer Guest Speaker

- **Job Search Skill Topic:** “Preparing for a Job Interview”
- Guest Speaker: \_\_\_\_\_

Notes:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Agenda Topics

### 7. Jobs Readiness Skills:

Preparation for the interview is the key! If you are well prepared you will feel confident and that will come across in the interview.

Things I should know about the company I'm applying to:

- \_\_\_\_\_
- \_\_\_\_\_

Things I should know about the job I'm applying for:

- \_\_\_\_\_
- \_\_\_\_\_



**GO TO the Resource Document** for more on preparing for a job interview.

### 8. Payroll Changes: New Method of Payment

- In order to be more efficient and provide better service A4TD is transitioning away from issuing paper checks. For those participants using direct deposit there will be no change. For those receiving paper checks, we will be having you sign up for a debit paycard.
- These cards can be used like any debit card and your pay will automatically be added to the card every pay day. We have forms for anyone not currently using direct deposit. You can fill them out today and return them to us today. Otherwise we ask that you fill them out at home and fax them to us as soon as possible.

#### Changes to Timesheets

We recently made some minor changes to our timesheets. Please look at the sample we have provided. This is the one you should be using from now on. It is available on the A4TD website in the Portal. Please discard any old timesheets you might have and use only the new sheets in the future.

**\*Note that the TOTALS column is now on the RIGHT**

### 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. Workplace Safety Video: Causing & Spotting Unsafe Work Conditions

List two areas that should be monitored for hazards at your host site.

- \_\_\_\_\_
- \_\_\_\_\_

### 11. Parting Notes

▶ A4TD offices will be closed for the Presidents' Day on what date?

- \_\_\_\_\_

▶ List three life changes you should report to A4TD.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

▶ The January meeting date is \_\_\_\_\_.

▶ Please email us at [suggestions@a4td.org](mailto:suggestions@a4td.org). We value your feedback!  
***How can the Associates for Training and Development staff help you?***