

Network To Work - Meeting Agenda

Participant Guide – March 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 "*Preparing for a job interview*". **How did you follow up?**

• _____

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

What are some responsibilities of SCSEP participants?

- _____
- _____
- _____
- _____

In addition to training at the Host Agency, what other types of training is available?

- _____
- _____
- _____

Which SCSEP participants need to be looking for a job?

- _____

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.

Agenda Topics

5. Job Readiness - Topic Introduction

► Think about these questions and jot down a few thoughts:

- “What does the term “employability skills” mean?”
 - _____
- “What are some skills that you think are needed for most any job?”
 - _____

6. Employer Guest Speaker

- Job Search Skill Topic: “Employability Skills”
- Guest Speaker: _____

Notes:

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

7. Jobs Readiness Skills:

What is another term for “employability skills”?



GO TO the Resource Document for more on employability skills.

- **8.** 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. Workplace Safety Video: Eye Safety and Computer Use

Ways to prevent eye fatigue and headaches when using the computer
What are the three 20s?

- _____
- _____
- _____

11. Parting Notes

- ▶ How long does A4TD follow up with participants after they leave the program?
• _____
- ▶ What should happen if a participant is asked to do duties that are not included in his or her assignment description?
• _____
- ▶ Is it ok for SCSEP to drive as part of their Host Agency assignment?
• _____
- ▶ The April Network to Work meeting date is _____.
- ▶ Please email us at suggestions@a4td.org. We value your feedback!
How can the Associates for Training and Development staff help you?