

Network To Work - Meeting Agenda

Participant Guide – May 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 "*Applying for jobs online*". **How did you follow up?**

• _____

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

What's the objective of the SCSEP program?

• _____

So what's your goal as a SCSEP participant?

• _____

Can you name three types of training available through A4TD?

• _____
• _____
• _____

Does SCSEP provide jobs?

• _____

What should you do when you apply for jobs or have an interview?

• _____

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:**



“When you are looking for a plumber or electrician who would you reach out to? Why?”



“What kinds of recommendations have you made to people you know?”



6. Employer Guest Speaker

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

Notes:

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

7. Jobs Readiness Skills:

Networking is a funny concept. Many people see networking as something that only really aggressive and outgoing people do well. The truth is that everyone networks. You probably network without even knowing it. Every time you have a discussion with someone about your life whether it be that you are looking for a job or an electrician or a gym with good aerobics classes, you are networking. In short, you are sharing information about yourself and the workings of your life. However, there are ways to enhance your networking skills especially when attending an event designed for the purpose of networking.

(Source: <http://career-intelligence.com/career-networking-101/>)

Agenda Topics

Networking Quiz

Take 2 minutes to complete this quiz then as a group discuss the answers.

1. Most jobs are posted on public job boards, but networking can still help you land a first interview. [Sort of a trick question]

- True
- False

2. It's a good idea to practice a short "elevator speech" to quickly introduce yourself to new people.

- True
- False

3. You can do most of your networking on social media.

- True
- False

4. When you're in job-hunting mode, consider leaving out your volunteer experience on LinkedIn to emphasize your paid work.

- True
- False

5. Join LinkedIn groups and follow companies that you might like to work for; it's not being a stalker, it's being a smart networker.

- True
- False

(Source: <http://www.aarp.org/work/job-hunting/info-2016/networking-dos-and-donts-quiz.html#quest1>)



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

8. Your Employment Portfolio: What's in you're your portfolio?

Check off the items you have in your portfolio already. See you CMPA make a plan to complete the 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 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

Where are the fire extinguishers at your Host Agency?

- _____

What is the most important thing to remember when using a fire extinguisher?

- _____

What does P.A.S.S stand for?

- _____

11. Parting Notes

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

- _____

▶ Where must you register as part of your job search obligations?

- _____

▶ Every month you should complete a _____ as part of your job search.

▶ What is the date of the June Network to Work meeting _____

▶ Please email us at suggestions@a4td.org. We value your feedback!

How can the Associates for Training and Development staff help you?