

# Network To Work - Meeting Agenda

Participant Guide – June 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.

1. What does "SCSEP" stand for? (circle the correct answer)

- Some Companies Seek Enterprising People?
- Senior Community Service Employment Program?
- Social Commitment Serves Everyone Perfectly?

2. What's the objective of the SCSEP program?

• \_\_\_\_\_

3. Besides the community service aspect of your training, how else can you help others who need SCSEP training?

• \_\_\_\_\_

### 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 should you have in your job search portfolio besides cover letter & resume?”

■ \_\_\_\_\_

“What should you consider when choosing people to provide job references?”

■ \_\_\_\_\_

## 6. Employer Guest Speaker

- **Job Search Skill Topic:** “Your References & Job Portfolio”
- Guest Speaker: \_\_\_\_\_

### Notes:

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

**7. Jobs Readiness Skills:** What is a job skills, job-search, or career portfolio? It is a job-hunting tool that you develop that gives employers a complete picture of who you are — your experience, your education, your accomplishments, your skill sets — and what you have the potential to become — much more than just a cover letter and resume can provide. You can use your career portfolio in job interviews to showcase a point, to illustrate the depth of your skills and experience, or to use as a tool to get a second interview.

Your biggest time commitment will be the initial development of your portfolio, but once you’ve developed it, keeping it current and up-to-date should be fairly easy. Your two biggest decisions in developing your portfolio are determining the format of the portfolio and the organization of the portfolio.

So, what types of things go in a portfolio? Here are some basic categories. Don’t feel you need to use these exact ones for your portfolio. The key to remember as you contemplate these items is that you want to give reasons for the employer to hire you — you want to showcase your education and work experience by showing examples and evidence of your work, skills, and accomplishments.

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1. **Career Summary and Goals:** A description of what you stand for (such as work ethic, organizational interests, management philosophy, etc.) and where you see yourself in two to five years.
2. **Traditional Resume:** A summary of your education, achievements, and work experience, using a chronological or functional format.
3. **List of Accomplishments:** A detailed listing that highlights the major accomplishments in your career to date. Accomplishments are one of the most important elements of any good job-search.
4. **Testimonials and Letters of Recommendations:** A collection of any kudos you have received — from customers, clients, colleagues, past employers, professors, etc. Some experts even suggest including copies of favorable employer evaluations and reviews.
5. **Awards and Honors:** A collection of any certificates of awards, honors, and scholarships.
6. **Transcripts, Degrees, Licenses, and Certifications:** A description of relevant courses, degrees, licenses, and certifications.
7. **Professional Development Activities:** A listing of professional associations and conferences attended — and any other professional development activities.
8. **Military records, awards, and badges:** A listing of your military service, if applicable.
9. **Volunteering/Community Service:** A description of any community service activities, volunteer or pro bono work you have completed, especially as it relates to your career.
10. **References List:** A list of three to five people (including full names, titles, addresses, and phone/email) who are willing to speak about your strengths, abilities, and experience. At least one reference should be a former manager.  
Read more in our article:

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



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### 8. Your Employment Portfolio: What's in 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"

### 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: Arrive at Work Safely

As a pedestrian, what is the one protection you have from drivers?

- \_\_\_\_\_

List some things that can make for unsafe driving conditions.

- \_\_\_\_\_

What mental attitude also contributes to pedestrian accidents?

- \_\_\_\_\_

### 11. Parting Notes

1. If you are sick and unable to report to your training site you must notify \_\_\_\_\_ as soon as possible. If you miss time due to illness or your site closing, you can arrange to make up within \_\_\_\_\_.
2. All participants are covered by Workman's Comp. Insurance. If you are injured or encounter problems at the training site, immediately notify your supervisor and A4TD Training Center Staff.
3. The July meeting date is \_\_\_\_\_.
  - Discuss **job search log content if time allows.**
4. 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?**

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