

Network To Work - Meeting Agenda

Participant Guide – March 2018

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:**
 - Share your Elevator Speech.

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

- What does "SCSEP" stand for?
 - _____
- Are you considered an employee of either A4TD or your host agency?
 - _____
- What's the objective of the SCSEP program?
 - _____
 - _____
- What's your goal as a SCSEP participant?
 - _____
 - _____
- How can you contribute to the success of the SCSEP program?
 - _____
 - _____

4. We Celebrate You! Participant Success

- Certificates are handed out

5. Miscellaneous Matters

- **Information of note.**

Notes: _____

6. Setting the Stage: Introduction to Cover Letters

- *“What are three important things your cover letter should convey?”*
 - _____
 - _____
 - _____

7. Employer Guest Speaker: _____

- **Job Search Skill Topic: “Cover Letters”**

Notes: _____

8. Job Readiness: Cover Letters

- **Small Group Activity – “Cover Letters: The Bad and the Ugly”**
 - Refer to the handout called *“ACTIVITY – Cover Letters: The Bad and the Ugly”*
 - *“What is wrong with these true examples?”*

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Notes: _____

- **Review of the ‘Setting the Stage’ Question**

What are three important things your cover letter should convey?”

Notes: _____

- **Resource Materials – Part 1: All About Cover Letters – At A Glance**

- **See the Resource** document, *“Resource – All About Cover Letters”* and the first segment called *“At a Glance”*.

Notes: _____

Agenda Topics

10. Jobs in the Area / Peer to Peer Support and Sharing

- **Staff will share job contacts** / potential opportunities that you should apply for when the opportunity matches your job goal.
- **Participants:**
 - Share job contacts opportunities that you are aware of.
 - Share any wisdom or insight you have gained from your own job search.
 - Share something learned at your host agency or an offsite training.
 - Share any experience you had being contacted or interviewed by an employer.

11. 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 any missing items:
 - Your resume & cover letter (different versions)
 - Your references
 - Certificates you have earned
 - Lists of your community service and volunteer activities

12. Parting Notes and Housekeeping Items

- A4TD will follow up with you for up to 15 months after you leave the program to help you maintain or get a job. We will also contact your employer to ensure all is going well, to help resolve any issues and to gather your wage information as required by SCSEP legislation. This information is strictly confidential and is only gathered to report the success of the program to the federal government.

When we follow up with you, we will state the following:

- The date you left the SCSEP program
- How you left the SCSEP program
- The A4TD Mature Worker Resource Center (MWRC) that oversaw your SCSEP participation

With this as background, we wanted to make you aware of the following notice recently posted by the U.S. Department of Labor Employment and Training Administration on its website.

*“There have been reports of phone calls made from a Department of Labor phone number (202-693-2700) soliciting personal information and/or promising funds to those receiving the calls. These calls were not authorized by the Department of Labor. **ETA and the Department of Labor do not and will not solicit Personally Identifiable Information, such as your Social Security number, or other personal information, over the phone.** If you receive a call like this from a number that looks like an ETA phone number, consider it a spam call, hang up, and report the call to the US Department of Labor at 1-855-522-6748.”*

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The 202 area code belongs to Washington DC, not Vermont; A4TD would never place a phone call to you from a 202 area code. So, should you receive a phone call from a 202 area code, or from someone saying they represent SCSEP or A4TD who doesn't mention your MWRC and when & how you left the program, hang up and report the call to the number above.

We take the safety and confidentiality of your personal information very seriously. If you are uncertain about the legitimacy of any phone call received from someone who says they are with A4TD, feel free to hang up and call us back directly at 800-439-3307 to verify the call and caller.

- You must notify your A4TD Staff Person (Case Management Participant Assistant or Regional Coordinator) if you are asked to perform duties other than those on your IEP.

- You may not drive your vehicle or a host agency vehicle as part of your training assignment.

- The April meeting date is _____.

- 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?

TIMESHEET REMINDER:

- When recording the Network to Work meeting information on your timesheet, the “# of Off-site Training Hours” should be **4**.
- In the “Explanation of Offsite Training Hours”, write ***Network to Work Meeting***
- **You cannot train more than 8 hours on any single day**, even a day with a Network to Work meeting.
- **Remember to print your name and host agency on the top line of the timesheet.**