

Network To Work - Meeting Agenda

Participant Guide – April 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.
- **Any questions about Cover Letters stemming from last month’s meeting or resource materials?**

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

- What does “SCSEP” stand for?
 - _____
- Where do program funds come from?
 - _____
- What’s the objective of the SCSEP program?
 - _____
 - _____
- What’s your goal as a SCSEP participant?
 - _____
 - _____

4. We Celebrate You! Participant Success

- Certificates are handed out

5. Miscellaneous Matters

- Information of note.

Agenda Topics

Notes: _____

6. Setting the Stage: Introduction to Labor Market Information

- *“What are three ways Labor Market Information can help you in your job search?”*
 - _____
 - _____
 - _____

7. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Labor Market Information”

Notes: _____

8. Job Readiness: Labor Market Information

- **Review of the ‘Setting the Stage’ Question**
“What are three ways Labor Market Information can help you in your job search?”

Agenda Topics

Notes: _____

- **What is Labor Market Information?**

- See the **Resource** document, *How To Use Labor Market Information To Explore Careers*).

Notes: _____

- **How A4TD uses Labor Market Information**

Notes: _____

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

- Financial items:

- When are timesheets due?

- What should you do if you are asked by your host agency to train more hours or at different times than what is listed on your Training Assignment Agreement (and agreed upon when you started at your host agency)?

Agenda Topics

- Do you have to wear your A4TD name tag?

 - Are these Network to Work meetings mandatory?

 - Can you be excused from attending?

 - Where can you find Network to Work materials and other training materials created especially for you?

 - The May 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?
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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.**