

Network To Work - Meeting Agenda

Participant Guide – February 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 detailed accomplishment statement you wrote to include in your customized resume.

3. We Celebrate You! Participant Success and Sharing

- Certificates are handed out
- **Share:**
 - **Something you learned** at your Host Agency or at an off-site training workshop/class;
 - **Any experience you had** in being contacted or interviewed by an employer.

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

- What does the "E" in "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?
 - _____
 - _____

Agenda Topics

- How can you contribute to the success of the SCSEP program?

- _____
- _____

5. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Networking and the Job Search”

Notes: _____

6. Job Readiness: Networking and the Job Search

- **Large Group Discussion of “Setting the Stage” questions:**

- *“What does the term ‘networking’ mean to you?”*
- *“What networking activities are important?”*

Notes: _____

Agenda Topics

- **Resource Materials – Part 1**

- **See** the **Resource** document, *“Networking and the Job Search”* and the segment called *“About Networking”*.

Notes: _____

- **Resource Materials – Part 2**

- **See** the **Resource** document, *“Networking and the Job Search”* and the segment called *“Presenting Yourself with your Elevator Speech”*.

Notes: _____

Agenda Topics

- **Resource Materials – Part 3**

- **See** the **Resource** document, *“Networking and the Job Search”* and the segment called *“Here’s a Template for Writing your Elevator Speech”*.

Notes: _____

- **Activity – Writing your Own Elevator Speech**

- **See** the **Activity** document, *“Writing your Elevator Speech”*
- Working on your own, write a draft elevator speech, filling in the blanks for each element in a way that is similar to the example shown.

- **HOME WORK: For discussion during the February meeting:**

- Continue working on your elevator speech and develop a good first draft.
- Read the final, short segment of the resource document.
- Come to next month’s meeting ready to read and share your accomplishments.

7. 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”

8. Jobs in the Area / Peer to Peer Support

- **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.
 - Also, share any wisdom or insight you have gained from your own job search.

9. Workplace Safety Video: “What Causes Accidents?”

- What are some of the ways you might cause – or spot – unsafe conditions in the workplace?

11. Parting Notes and Housekeeping Items

- You must notify your local A4TD training center staff / Case Management Participant Assistant office:
 - If your personal information changes (address, phone #, etc.)
 - If there are any changes to your family size, income, or employment status
 - If during training, you become the relative or domestic partner of another participant or your supervisor.
- All A4TD Training Centers will be closed on Monday, February 19th in observance of Presidents’ Day. Your Host Agency may also be closed on that day. If it is, please make plans with your Case Management Participant Assistant and your Host Agency supervisor to make up your hours ***during the same pay period.***
- **Please do not throw out your pay stubs.** You should not rely on the Finance Department to provide you with your pay history.
- **Timesheets:**
 - 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.

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- To be successful in SCSEP and your job search, you must have an email address and check your emails regularly.
- All A4TD Training Centers will be closed on Monday, February 19th in observance of Presidents' Day. Your Host Agency may also be closed on that day. If it is, please make plans with your Case Management Participant Assistant and your Host Agency supervisor to make up your hours ***during the same pay period***.
- The March 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?