

Network To Work - Meeting Agenda

Participant Guide – May 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.
- **Share your observations from reviewing the Labor Market Information website – what was useful or eye opening?**

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.

Notes: _____

Agenda Topics

6. Setting the Stage: Introduction to Searching & Applying for Jobs Online

- *“What challenges have you faced or do you foresee when searching or applying for jobs online?”*
 - _____
 - _____
 - _____

7. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Searching / Applying for Jobs Online”
Notes: _____
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8. Job Readiness: Searching / Applying for Jobs Online

- **Review of the ‘Setting the Stage’ Question**
 - *What challenges have you faced or do you foresee when searching or applying for jobs online?”*
- Notes: _____
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Agenda Topics

- **Part 3 – Collaborative Discussion – Applying for Jobs Online**

- See the **Resource** document, *Searching & Applying for Jobs Online*, pages 5 - 6.

Notes: _____

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

- Explore the job boards and job search engines listed in the Resource document.
- Come to next month’s meeting prepared to explain two favorites you plan to use and why.

9. Workplace Safety Video: “Fire Extinguisher Operation & Safety”

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.

Agenda Topics

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

- Memorial Day site closures:

- Registration at, and use of, Career Centers / American Job Centers:

- Attendance at job readiness workshops:

- Completion of Job Search Activity Logs once job ready:

- Offsite Training and Support Services:

- The June 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.**