

# Network To Work - Meeting Agenda

Participant Guide – June 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:** The two job boards or job engines selected from last month’s resource materials that you explored and plan to use in your job search – and why.

### 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: \_\_\_\_\_  
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## Agenda Topics

- **Part 2 – Collaborative Discussion – Preparing for a Job Interview**

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

*“What is your biggest concern about interviewing for a job?”*

Notes: \_\_\_\_\_

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- **See the Resource document, *Preparing for a Job Interview*, pages 1 - 3.**

- NOTES: ***“Preparation”*** discussion

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- NOTES: ***“Thinking Before You Speak”*** discussion

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## Agenda Topics

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- **HOME WORK: For discussion during the July meeting:**
  - Read the entire Resource document.
  - From the second segment of the Resource document (called “*Questions Frequently Asked by Interviewers*”), select two questions that you feel may be challenging for you to answer. Prepare two solid answers to these questions.
  - Come to next month’s meeting prepared to explain two favorites you plan to use and why.

### 9. Workplace Safety Video: “Arrive to Work Safely”

Notes:

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### 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

## Agenda Topics

- Certificates you have earned
- Lists of your community service and volunteer activities

### 12. Parting Notes and Housekeeping Items

- Leaves of Absence:

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- Contact A4TD if unable to train / how to make up time:

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- Workers Comp coverage:

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- The July meeting date is \_\_\_\_\_.

- Do you have a question or suggestion?

- Please email us at [suggestions@a4td.org](mailto: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.**