

Network To Work - Meeting Agenda

Participant Guide – July 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.
- **Group Sharing / discussion:** Name two “Questions Frequently Asked by Interviewers” that you find challenging and explain how you might answer them.

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: _____

6. Setting the Stage: Introduction to *Professional References*

- *“What kind of things would you want a professional reference to say or be able to talk about?”*

Notes: _____

7. Employer Guest Speaker: _____

- **Job Search Skill Topic: “Professional References”**

Notes: _____

8. Job Readiness: Professional References

- Introductory Discussion

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

“What kind of things would you want a professional reference to say or be able to talk about?”

Notes: _____

- See the Resource document, *All About Professional References*

- NOTES: *“Who to Ask to be your reference – and how”* discussion

- NOTES: *“Getting Positive Recommendations”* discussion

Agenda Topics

- NOTES: *“Preparing your References and Keeping them Updated”* discussion

- **Deepen Your Understanding** – During the next month please:

- Read the entire Resource document.
- Consider and write down answers to the following questions:
 - *“Which of your traits do you want your references to be able to discuss?”*
 - *“Which of your professional contacts can speak to these traits?”*
- Come to next month’s meeting prepared to discuss these questions and your answers.



9. Workplace Safety Video: “Fall Prevention”

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

12. Parting Notes and Housekeeping Items

- Network to Work meetings are mandatory. Notify your A4TD training center staff if unable to attend.

- Grievance Procedure:

- Activities prohibited at your training site:

- The August 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.**