

# Network To Work - Meeting Agenda

## Participant Guide – August 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:** Share:
  - Your traits that you'd like your references to be able to discuss.
  - Which of your professional contacts can speak to these traits.

#### 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.

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**6. Setting the Stage: Introduction to *Workplace Wellness: Managing Stress in the Workplace***

- *“Think of a time when you were feeling challenged in the workplace by a difficult person, situation or conflict.”*
  - *“How did you respond?”*
  - *“How do you wish you had responded?”*
  - *“Were you happy with the outcome?”*

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7. Employer Guest Speaker: \_\_\_\_\_

- Job Search Skill Topic: “Workplace Wellness”

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8. Job Readiness: Managing Stress in the Workplace

- Introductory Activity – “What is your Communication Style?”
  
- Introductory Discussion
  - Review / Discussion of the ‘Setting the Stage’ Question
    - “Think of a time when you were feeling challenged in the workplace by a difficult person, situation or conflict.”
      - “How did you respond?”
      - “How do you wish you had responded?”
      - “Were you happy with the outcome?”

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- Overview of the Topic.
  - See Resource Handout #1, “Managing Stress due to Difficult Relationships and Workplace Conflict” and Resource Handout #3, “Steps for Having an Effective, Assertive Conversation”.



## Agenda Topics



- **Deepen Your Understanding** – During the next month please:
  - **Read the entire Resource Handout #2, “Communication Skills for Responding to Difficult People & Conflict”**, to learn tips for managing your mindset and behavioral responses. **Identify 2 or 3 that you find to be especially helpful.**
  - **Practice being assertive** with your colleagues, friends or family members.
  - Come to the September meeting prepared to share your selections and experience.

### 9. Workplace Safety Video: “Importance of Safety Training”

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

- 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.

## Agenda Topics

- All A4TD Training Centers will be closed on Monday, September 3rd in observance of Labor Day. Your Host Agency will likely 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.
- 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.
- The August 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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