

Network To Work - Meeting Agenda

Participant Guide – September 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.
- Please be sure to provide us today with your current address.

2. Welcome, Introductions and Follow Up

- **Introduce yourself:** Name, host agency, and job goal.
- **Group Sharing / discussion:** Share:
 - The tips you found helpful in the handout called *“Communication Skills for Responding to Difficult People & Conflict”*.
 - Your experience this past month utilizing any of these tips or practicing assertiveness.

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 *Employability Skills - Listening*

- *“What do you think constitutes good listening?”*
- *“How do you know when someone is hearing you? What do you feel?”*

Notes: _____

7. Employer Guest Speaker: _____

- **Job Search Skill Topic: “Employability Skills”**

Notes: _____

Agenda Topics

8. Job Readiness: Employability Skills (Listening)

- **Part 1 - Group Activity** – *Exercise to practice listening*

- **Part 2 - Topic Introduction.**
 - Topic 1 - Employability Skills and Listening

 - Topic 2 - Introductory Questions and Discussion - Listening.
Return to the ‘Setting the Stage’ Question
 - *“What do you think constitutes good listening?”*
 - *“How do you know when someone is hearing you? What do you feel?”*

NOTES:

- **Part 3 – Collaborative Discussion - Listening**
 - **See Resource Handout**, *“Can you Hear Me Now? All About Listening”*, pages 1 & 2;
 - **See Resource Handout**, *“Can you Hear Me Now? All About Listening”*, Examples of Effective Listening in Interview and at the Workplace, pages 3 & 4.

NOTES:

11. Your Employment Portfolio: What’s in your portfolio?

- While you are becoming “job ready” through your training, we also want you to become “interview ready” by developing your Employment Portfolio. Each time we meet with you to review your IEP we will discuss your Employment Portfolio. In the meantime, we expect you to be pulling together its components. Below is the section from the IEP form that spells them out.”
 - Copies of your resume and general cover letter (you may have different versions)
 - Copies of any letters you have sent out
 - Certificates of completion for trainings you have taken
 - A list of your current references, with their contact information
 - A list of your community service and volunteer activities
 - A letter of reference *from your host agency supervisor*

Each time we meet with you to review your IEP we will also discuss your Employment Portfolio. In the meantime, we expect you to be pulling together its components. **Below is the corresponding section from the IEP form.**

Building a Portfolio	
1. Assembling key components	
a. Copies of resume	
b. Copies of letters of interest sent	
c. Certificates of completion for trainings	
d. Current transcripts	
e. Volunteer and Community Service list	
f. Current references	
g. Letter of reference from Training Site supervisor	

12. Parting Notes and Housekeeping Items

- All A4TD Training Centers will be closed on Monday, October 8th in observance of Columbus 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**.
- Each year SCSEP participants in the United States are sent a *Customer Satisfaction Survey* by a company called Charter Oak, which administers the survey for the US Dept. of Labor. The surveys were expected to be sent in mid-September so you may have already received it. You will also receive a pre-survey letter from Associates for Training and Development in advance of the survey.

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Here are some things to know and consider:

1. The survey gives all participants an **OPPORTUNITY** to reflect and tell Congress and the United States Dept. of Labor why the Senior Community Service Employment Program is important and how it has helped them - in essence, to be able to give feedback about the program to help make it better.
 2. Your feedback is vital and greatly valued. Therefore, it is very important that you take the time to complete the survey and return it to The Charter Oak Group in the addressed and stamped envelope that is provided with the survey.
 3. The surveys are confidential and no one will see any individual responses. Results are reported out without any identifying information about the person who completed the survey.
 4. If you have any questions about the survey, please ask SCSEP staff or call Rick Bugbee at 800-439-3307 x122. Thank you in advance for taking the time to complete the survey. We hope you feel that we have provided you excellent SCSEP training services
- Associates for Training and Development will follow up with you each quarter for a period of 15 months after you leave the program to check on your status and to help you get or maintain a job.
 - If you are asked by your host agency to do any tasks or duties that are not outlined in the IEP, please notify your local Training Center staff immediately.
 - Remember, you are not allowed to drive as part of your training. If you are asked to drive, please notify your local Training Center staff immediately.
 - The October 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.**