

# Network To Work - Meeting Agenda

Participant Guide – November 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 with any changes in your address, phone or email.

### 2. Welcome, Introductions and Follow Up

- **Introduce yourself:** Name, host agency, and job goal.
- **Group Sharing / discussion:** Share:
  - Your experience this past month following up on any job applications.

### 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 *Workplace Etiquette***

- *“List what you consider to be 3 of the most important rules of etiquette to demonstrate at the workplace.”*
- *“Why is workplace etiquette important?”*

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

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

- **Job Search Skill Topic: “Workplace Etiquette”**

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

## Agenda Topics

### 8. Job Readiness: Workplace Etiquette

- **Part 1 – Introductory Activity**
  
- **Part 2 - Topic Introduction.**
  - Introductory Questions and Discussion
    - Return to the ‘Setting the Stage’ Questions**
    - *“What are 3 of the most important rules of etiquette to demonstrate at the workplace?”*
    - *“Why is workplace etiquette important?”*

NOTES:

---

---

---

---

---

---

---

---

---

---

- **Part 3 – Resource Document & Group Discussion**
  - **See Resource Handout, “The Rights and Wrongs of Workplace Etiquette”**

NOTES:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Agenda Topics

- **Deepen Your Understanding** – During the next month please:
  - Pay close attention to the behaviors exhibited by your colleagues at your host agency, as well as to your own practices.
  - Notice any examples of poor workplace etiquette and how those are received.
  - Practice demonstrating one of the examples of good etiquette discussed today; notice how it is received.
  - Come to the December meeting prepared to share your experience.



### 9. Workplace Safety Videos:

#### “Ugly Hitchhikers – Protect your Health, Safety and Self-Respect”

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.

### 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, listed below.
  - 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*

### 12. Parting Notes and Housekeeping Items

- All A4TD Training Centers will be closed on Monday, November 12<sup>th</sup> in observance of Veterans Day, on Thursday and Friday, November 22<sup>nd</sup> and 23<sup>rd</sup> in observance of Thanksgiving, and on Tuesday, December 25<sup>th</sup> in observance of Christmas. Your Host Agency may also be closed on those days. 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**.
- **What are your responsibilities with regard to job hunting?"**
  - Participants in the SCSEP program must search for employment. Use multiple sources for your job search including online resources, newspapers and other business publications, word of mouth, etc.
  - You must also register with the One Stop Career Resource Center (American Job Centers / Career Centers / CNY Works) and use its resources during your job search. Look for workshops that will benefit you.
  - Once you are proficient in 75% of the tasks in your Individual Employment Plan (IEP), you need to complete a monthly Job Search Activity Log where you will document your job search efforts. The log should be submitted at these monthly Network to Work meetings.
- **Supportive services are available to you** during your time in SCSEP and also for a 6 month period after you exit SCSEP *if you exit for a job*. Talk to your CMPA about your needs, interests, and what might be helpful to you.
- **REMEMBER: SCSEP WAGES DO NOT AFFECT YOUR ELIGIBILITY FOR FEDERAL HOUSING AND SNAP BENEFITS.** Let your CMPA know if you are applying for such benefits and need documentation explaining this.
- The **December 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?**

---

---

#### 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.**