

Network To Work - Meeting Agenda

Participant Guide – December 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 with the following:
 - Paying close attention to the behaviors exhibited by your colleagues at your host agency, as well as to your own practices;
 - Noticing any examples of poor workplace etiquette and how those were received;
 - Practicing one of the examples of good etiquette discussed at the last meeting and noticing how it was received.

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?
 - _____
 - _____

Agenda Topics

4. We Celebrate You! Participant Success

- Certificates are handed out

5. Miscellaneous Matters

- Information of note.

Notes: _____

6. Employer Guest Speaker: _____

- Job Search Skill Topic: "Career Resilience"

Notes: _____

7. Job Readiness: Career Resilience

- Part 1 – Introductory Activity

- Part 2 – Introduction & Group Discussion
 - See Resource Handout, "What is Career Resilience & How can it Be Developed?" page 2

NOTES:

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- **Part 3 – Pair Activity**

- See Resource Handout, *“What is Career Resilience & How can it Be Developed?”* pages 7 - 8

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

- Adaptability is also about trying new things and pushing what you feel comfortable doing, **so find one activity you can take during the following month to stretch yourself beyond your comfort zone.**
- At the end of each day, ask yourself: “What did I do well, what didn't go so well today, what can I learn, and how can I be better tomorrow?”
- Come to the January meeting prepared to share your experience.



8. Workplace Safety Video:

“Back Safety – The Low 5s”

Notes:

9. 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.

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- **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.

10. 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*

11. Parting Notes and Housekeeping Items



- **All A4TD Training Centers will be closed** on Tuesday, December 25th in observance of Christmas Day and on Tuesday, January 1st in observance of New Year's Day. Your Host Agency will also likely be closed on those days ***and perhaps other days as well***. If it is, please make plans with your CMPA and your Host Agency supervisor to make up your hours ***during the same pay period***.
- **What should you do if you will not be training for more than 5 consecutive scheduled training days at your Host Agency?"**

If you plan to be absent for more than 5 consecutive scheduled training days, you must ask your CMPA or local A4TD staff person for a Leave of Absence, preferably in writing. A leave of absence will only be granted for health / sickness or family care reasons. Leaves of Absence are not guaranteed, requests should be limited in number and frequency, and the length should be as short as possible. If you have personal questions regarding this, please ask your SCSEP staff person.

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- **What should you do if you are unable to train on a scheduled day?**

Contact your local SCSEP staff if you are unable to train on a scheduled day. With approval from your CMPA or local A4TD staff and your host agency supervisor, you may make up missed hours during the same pay period.

- **Worker's Compensation Insurance.** All A4TD SCSEP participants are covered under A4TD's workers comp. insurance plan if they are injured while training. If injured, please make sure your Host Agency Supervisor is aware of all of the circumstances. It is the participant's and the host site supervisor's responsibility to call local A4TD staff immediately if an accident occurs, once the participant's safety has been assured.

- The **January 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**. You may record a maximum of 22 training hours in a week when you have a NTW meeting (18 hours onsite; 4 hours offsite for the NTW meeting).
- 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.**