

Network to Work – Participant Guide

October 2023

Professionalism & Workplace Etiquette

Welcome! Don't Forget to Sign-In and turn in your JSAL & Cover Letter

Network to Work Lessons & Materials
are on the Participant Portal at:

A4td.org / a4tdtraining

September 2023: Confidence Building

October 2023: Professionalism

November 2023: Digital Literacy & Email

Meeting Ground Rules:

- Silence your phones
- Maintain Confidentiality
- Listen to others
- Participate
- Use the Parking Lot

Introductions:

- Tell us your **name** and **job goal**.
- Did you celebrate Halloween as a child? If so, what was your favorite costume?

Intro Video

<https://youtu.be/dCekuzKGBX4?si=o4uvwyJ5nqIGS62L>

Rick Conlow: 7 Habits of Highly Effective Employees

Notes: _____

7 Habits Video: What NOT to do

Unfortunately, many employees develop poor habits that drive both companies and customers crazy. These are the employees who:

- Want and expect to do the “gravy” part of the job, but don’t want to do the rest. They typically want the jobs that generate the most “positive press”, both literally and figuratively.
- Want the most comfortable aspect of a job, but don’t want to do the “dirty work” or the parts of it that are done where it’s hot, cold, smelly, tedious, hard, and heavy lifting tasks.
- Complain all the time.
- Don’t learn how to do different details that are essential parts of a completed job well done.
- Come in late and/or leave early.
- Abuse personal or sick time.
- Bother co-workers or colleagues to get help with things that they haven’t bothered to learn how to do.
- Brown-nose, suck up, or bad mouth others, take credit for work that others have done, instigate or contribute to a negative rumor mill.
- Lie to co-workers, colleagues or to their supervisor/superior.
- Resist working with others.
- Refuse to change, grow, improve, cooperate, take initiative, think, and step outside of the expectations they’ve built into their perception of their job.

<https://youtu.be/dCekuzKGBX4?si=o4uvwyJ5nqlGS62L>

Activity:

For each box, try to find one action YOU are going to try at your Host Agency.

Do this now as we go over the slides about being professional.

Write it in the box. We will be sharing!

<p>1 thing I will STOP doing:</p>	<p>1 thing I will START doing:</p>
<p>1 thing I will CHANGE:</p>	<p>1 thing I will CONTINUE:</p>

More Notes: _____

Be Job Ready!

6 Qualities of Professionalism:

Responsible

Respectful

Honest

Appropriate

Good Attitude

Lifelong Learner

Keep a Great Attitude!

Seven Strategies for Getting Along with Others in the Workplace

1. Be conscious of appropriate “Time and Place”

When it comes to employment, our primary responsibility is to do the work we have been hired to do. It is not to spend time debating news, politics, religion, or lifestyles. Agree to disagree.

2. Upgrade the Golden Rule

As we are all unique individuals in a diverse world, a new **Platinum Rule** becomes more appropriate. “Treat others as they want to be treated” is a fine-tuning of “treat others as you want to be treated”

3. When in doubt, ask.

Ask others how they would prefer to be treated in specific situations. Do you prefer questions in emails or by scheduling a meeting? Do you shake hands? Which name do you prefer, Samuel or Sam?

4. Apologize

If you accidentally cause offense, apologize. An honest apology with an intention to do better goes a very long way. “I’m sorry, I did not realize you would find that disrespectful. I can learn & adjust how I handle that situation.”

People can take offense for a variety of reasons – and some make more sense on the outside than others. There is no way for you to know a person’s entire experience and perception.

5. Give grace

If someone accidentally offends you and honestly apologizes or asks for clarification – appreciate the apology and give them the benefit of the doubt. Have a conversation as opposed to getting angry. Remember, accidents happen, its patterns that are a problem. People are busy, 99% of the time when they do offend, it is not with intention. Assume the best – at least the first time.

6. QTIP

“Quit taking it personally.” When we are patient with others and do not assume they are trying to offend, it makes for a more respectful and less stressful workday.

7. Be honest with yourself

Take a moment to privately check yourself. Am I judging someone on a quality they cannot control? “Blondes have more fun” “That generation is irresponsible” Am I trying to impose something important to me (that has nothing to do with work) onto someone else? “You really should read for twenty minutes a day” “Going to the gym makes on a better person” If so, stop. Refocus on the work at hand. Molding other people to your beliefs is not the task.

Tips on taking directions and fulfilling tasks:

1. **Actively listen:** Try to listen intently, not just hear. When you actively listen, you can better understand what you need to do. Here’s a trick that may help: pretend that there is going to be a quiz after the conversation. Visually think about what’s being said and maybe even repeat it in your head.
2. **Take notes:** Instead of trying to remember everything, write it down. There’s nothing wrong with keeping notes; it shows that you are prepared, organized and want to do the job correctly.
3. **Ask questions:** If you are even slightly unsure of what you are being asked to do, don’t be afraid to question. Make sure the other person allows you the chance to find out all the needed details to move forward.
4. **Respond with a good attitude:** Just as the person giving directions needs to speak respectfully, it’s important to respond respectfully. If you go into the conversation with a bad attitude, it’s likely that performing the task will be much more challenging.
5. **Before starting the task, make a checklist:** Whenever there is a job that requires multiple steps, try organizing a to-do list. Check things off as you go to make sure you don’t miss anything. Then when you’re done, be sure to review your work.

Guest Speaker

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Celebrations

Safety Video

Your safety is important to us. Remember to let us know as soon as possible if you are injured at your training site. Here is a link to today's short video:

<https://youtu.be/uW8FgS5DpWw?si=u9MI72VHx0cpPof7>

Housekeeping

Our Next Meeting is November _____, 2023 at _____

A4TD offices are closed Friday, Nov 10 for Veteran's Day, Thursday, Nov 23 and Friday, Nov 24, 2023 for Thanksgiving

Time Sheet Reminders:

1. In the “# of Hours at Host agency” column, enter 4 hours less than your regular schedule
2. In the “# of hours at Offsite Training” column, enter four hours
3. In the “Explanation of offsite training activities” column, write “Network To Work”

*You cannot train more than 8 hours on any day, including a network to work day

*Always remember to print your name and host agency at the top of your timesheet

- ▶ Don't forget to total hours worked and carry it over to the “Total” column
- ▶ Don't forget dates & signatures!

Survey

You may be selected to complete a survey, and we appreciate your willingness in advance. Participant surveys will be by mail.

- ▶ The survey responses are confidential. The completed surveys will be returned to The Charter Oak Group in a postage-paid, self-addressed envelope.
- ▶ No one will see any individual responses.
- ▶ The responses will be used to help make the program better.
- ▶ Think about what the program and A4TD has done to help you. It is very important to A4TD that everyone complete the survey.

The SCSEP Program Works if YOU work the Program!

- You've agreed to Job Search
- You've agreed to register with the American Job Center & have an up-to-date resume
- Ask us about ATSS: Offsite additional training and supportive services are available at little or no cost to you during enrollment and up to a year after you get a job.

Stay Connected:

Go to A4TD.org and click on this symbol  Sign in as a4tdtraining (all lowercase, all one word)

Follow and Like A4TD on Facebook & LinkedIn



SCSEP Orientation

Are you a job seeker age 55+? We are looking for you!

The Senior Community Service Employment Program (SCSEP) provides **part time paid jobs training** at local nonprofits that helps people gain unsubsidized employment.

We will answer questions and help you complete an application on the spot!

All are welcome

Last Wednesday of each month at 9am (October 25, 2023)

The Zoom Meeting ID is 895 3712 4962

www.a4td.org / info@a4td.org

Can't make it? Contact us to learn more!

www.a4td.org / info@a4td.org LOCAL PHONE # / 800.439.3307

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Further Reading:

<https://www.indeed.com/career-advice/career-development/personal-issue>

<https://www.thebalancemoney.com/how-to-deal-with-personal-issues-at-work-526107>

<https://www.theconfusedmillennial.com/7-ways-to-stop-letting-your-personal-issues-impact-your-work/>

<https://thinkx.net/blog/5-steps-to-giving-and-following-instructions-in-the-workplace>