

# Network to Work – Participant Guide

## October 2024

### Professionalism & Workplace Etiquette

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

Network to Work Lessons & Materials  
are on the Participant Portal at:  
**A4td.org / a4tdtraining**

#### Meeting Ground Rules:

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

#### Today's Agenda:

##### 1. Introductions:

- Tell us your **name** and **job goal** or **current training**.
- **Icebreaker Question:** What's something you want to get better at?

##### 2. Review Last Month:

- **September – Confidence Building – Share what you have tried over the month from last month's lesson:** Have you signed up for a new class? Have you started a gratitude journal? Do you add the word "yet" to your sentences that start "I can't"?

##### 3. This Month:

- **Professionalism**
  - We will review how to be seen as a professional in the workplace
- **Your homework** will be to complete the activity we begin today.

##### 4. Guest Speaker:

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## 5. Celebrations!

- Please share your achievements: Classes taken, Training received, and Jobs!

## 6. Programmatic Assurances:

- Direct deposit is strongly encouraged. Please save your paystubs each year. We recertify your eligibility annually.
- if there are any changes to your training hours you must notify us.
- Offsite training and supportive services are available during enrollment and up to a year after you get a job. Talk to us about what you believe might be helpful.

## 7. Workplace Safety Video:

- Link: <https://youtu.be/uW8FgS5DpWw?si=ks9BZKZmHz9Xo6S2>
- **Sleep Loss Effects: Danger (3:16)**

This safety training video explains the dangers of sleep loss, to everyone on and off the job, and explains how much sleep is needed to work safely. It also relates sleep loss to health hazards, and explains how a lack of adequate sleep can make you more impaired than being drunk!

## 8. A4TD News:

- **SCSEP Orientations** – Please see flyer on **page 8** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** October 14, 2024 and November 11, 28, & 29, 2024

## 9. Timesheet Reminders:

- Names, Places, Dates, Signatures: All must be filled out!
- Do not forget to total in both the right hand column and at the bottom
- Offsite training must be explained with the hours breakdown and name of the provider (organization, school, or online platform)
- It is your responsibility to save your paystubs.

## 10. Next Meeting:

- \_\_\_\_\_ day, October \_\_\_\_\_, 2024 at \_\_\_\_\_

**The Department of Labor defines professionalism as “conducting oneself with responsibility, integrity, accountability, and excellence. It means communicating effectively and appropriately and always finding a way to be productive.”**

## **Video: Professionalism: Career Skills**

Professionalism is essential to employers because it assures them you'll react appropriately and make sound decisions when facing challenges. Understanding how to combine the Triple-A will help you prove you're a professional with good judgment.

**(3:58)** <https://youtu.be/qD0je-DNg40?si=1fLvudL5CmSE6m9>

## **Notes:**

Accountability

Attitude

Audience

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

## Stay Connected:

1. Follow and Like A4TD on Facebook & LinkedIn:



2. Share the SCSEP Program with Friends & Family:



*Webinar*  
**SCSEP ONLINE ORIENTATION SESSION**

*Senior Community Service Employment Program (SCSEP) - A federally funded jobs training program specifically designed for older job seekers*

**A4TD** ADVANCING WORKFORCE  
DEVELOPMENT FOR  
MATURE WORKERS  
ASSOCIATES FOR TRAINING & DEVELOPMENT SINCE 1983



 Every last Wednesday of the month

 9:00am - 10:15am

- ✓ Learn how to earn wages while developing new job skills
- ✓ Find out about participant eligibility requirements
- ✓ Meet some of our amazing staff

**Join us on Zoom**  
<https://zoom.us/join>  
Meeting ID: 895 3712 4962

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Questions? Contact us

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