

Network to Work – Participant Guide

November 2024

Job Tracking, Workplace & Email Safety

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

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 are you Thankful for?

2. Review Last Month:

- **Professionalism:** You were asked to try one new way to be professional and choose one unprofessional thing you would stop doing in last month's packet. These are always available on the participant portal.
- Does anyone want to share what they tried?

3. This Month:

- **November is a Cornucopia of Content!**
- **Let's Do a Resource Review**
 - a. Page 3 & 4 ... JSAL's and Job Tracking
 - b. Pages 5-9 ... Safety First Resource Guide
 - c. Page 10 ... Workplace Email Security



4. Celebrations!

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

5. Programmatic Assurances:

- It is a DOL SCSEP regulation that participants use One-Stop as part of their job search. You must get a DOL user ID and provide it to your CMPA/RC. Keep your resume up-to-date. You must notify A4TD RC/CMPA if there are any changes to your family, income, or employment status
- As part of the SCSEP Program, you have agreed to actively learn skills and participate in a job-search. Complete your JSAL monthly.
- Offsite Training and Supportive Services are available during enrollment and up to a year after you get a job. Talk to your CMPA about what you believe would be helpful.

6. A4TD News:

- **SCSEP Orientations** – Please see flyer on **page 11** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** Nov 28 & 29, Dec 25 & 26, January 1 & 2
- Please check if your Host Agency is open on this day

7. 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

8. Next Meeting:

- _____ day, December _____, 2024 at _____

Here's how to use the A4TD Job Search Activity Log (JSAL):

1. Have a draft resume prepared and checked by a resume coach at the AJC
2. Search for jobs:
 - <https://www.careeronestop.org/JobSearch/job-search.aspx>
 - <https://www.cthires.com/vosnet/default.aspx>
 - <https://www.maine.gov/portal/employment/jobs.html>
 - <https://myjobsny.usnlx.com/>
 - <https://www.pacareerlink.pa.gov/jponline/>
 - <https://www.vermontjoblink.com/>
 - <https://www.indeed.com/>
3. Read through the job openings in your search results. When you see one that you will apply to, add it to your JSAL.

Date: xx/xx/xxxx, **Type of Activity:** Job Searching. Fill in the name of the **employer & contact**.

4. Send in your application—including a tailored and proofread resume & cover letter. In the “How did you contact” box write “sent resume”
5. Use the Follow Up box to make notes of what you will do next. Send a follow-up email in 2 weeks? Or use this box if you hear back.
6. If you get a call for an interview, congrats! It's time to prepare. Research the company, practice interview questions.
7. Also use your JSAL to keep track of interviews or other requests from potential employers.

JSALs are required when your IEP shows that you are 75% job ready, but you may begin using it anytime!

SAFETY FIRST RESOURCE GUIDE

20 most important safety rules in the workplace from Indeed.com



1. Follow the dress code

It is important to dress according to the workplace dress code. This may prohibit jewelry or open-toe shoes, for example. Often a workplace may require employees to wear specific footwear and long sleeves and pants in order to protect against common workplace accidents. Dress codes can promote professionalism and also help keep employees safe.



2. Wear safety gear

Safety gear is necessary in labs, around machinery and on construction sites, for example. Companies include safety gear in the dress code when it is necessary for your job. Safety gear is a precaution against hazardous materials and potentially dangerous working conditions.



3. Maintain personal hygiene

Maintain your personal hygiene, such as cleanliness, to help prevent illness at work. Good hygiene can also help promote health and self-esteem, which reduces risks.



4. Take responsibility for your personal safety

To take responsibility for your personal safety means ensuring that you follow safety procedures. If employees rely on themselves to keep the workplace safe, this can create a safe environment for all. Responsibility also prevents negligence, which can limit on-the-job accidents.



5. Maintain a clean workspace

It is important to keep your desk or other personal workspaces clean. Be sure to put away supplies when they are not in use. Gathering necessary materials before starting a task can help keep a clean workspace. Maintaining your work area promotes organization and attentiveness, both aspects of promoting safety in the workplace.



6. Follow work procedures

A company creates work procedures to help comply with safety protocols and best practices, so if you follow work procedures, safety standards are likely met. It is important to follow procedures even if you think performing a task differently might save time. Often there'll be an employee handbook or safety station where the company provides their work procedures.



7. Learn how to act in an emergency

Learn emergency protocols including where to go in case of a fire or during a natural disaster such as a tornado. Much like work procedures, companies design emergency protocols with strong consideration for safety regulations. Knowing where to go or how to behave during an emergency protects you as well as your coworkers.



8. Report accidents if they occur

Report accidents to the managers or other personnel when they occur. If you injure yourself or cause an accident, be sure to report it and follow procedure immediately to help reduce the risks of further harm or endangering coworkers. This helps to get proper treatment for your injury and addresses the possible causes of the incident to prevent it from happening again. It is important to follow company policy and report even minor incidents. Your employer may require a written report of the incident as well.



9. Report unsafe conditions

If you observe an unsafe practice or condition such as faulty equipment, it is helpful to report this so that personnel can address the situation and make corrections to prevent an incident. Unsafe conditions pose a threat to your coworkers and to you, so reporting a potentially dangerous situation is in the best interest of all employees. Consider marking any unsafe condition to protect others who may encounter it while you go to report it.



10. Lift objects carefully

Professionals advise lifting by squatting and using your knees when picking items up instead of bending at your waist because this can cause strain on your back and may result in injury. Use equipment if necessary or ask for help in lifting heavy items. Back pain is a common workplace injury that you can avoid with proper posture and using caution in actions that you often repeat at work, such as carrying materials.



11. Operate machinery that you are familiar with

Only operate machinery that employers authorize you to use. Some types of workplace equipment, such as forklifts, require training. Training can prevent misuse and provide proper safety knowledge and skill for machines. It is important to become familiar with all equipment that is in regular use at work.



Creator: Leo Reynolds

12. Use break times

Taking breaks can maximize employee attentiveness because they are well-rested. Breaks provide other benefits, such as time to relax and reduce stress. During breaks, you may need to sit or stretch to maintain personal safety and prevent muscle injury.



13. Stay in your work zone

While working, try to stay in your designated work area. This allows you to be familiar with your surroundings and increases the likelihood that you understand the rules of conduct in the area. If you visit another working area, try to find a professional who can help you navigate the area so you are confident in your surroundings.



14. Stay alert and attentive

Being alert and attentive to your surroundings in a work environment helps identify risks. It is important to limit distractions as well and ensure you focus on tasks at work. Taking care to be mentally present while working helps you actively follow procedures and practice caution.



15. Keep exits clear

Try to keep walkways clear and take care not to block exits. This prevents falls and helps people leave the room or building safely and quickly in the event of an emergency. In small spaces keeping walkways clear can be difficult but it may be useful to practice a walk-through to ensure that employees can maneuver safely around equipment.



16. Ask for help

If you require assistance, ask for help. This greatly reduces the risk of having an accident and helps foster a safe work environment by setting an example. Refer to company protocol when performing tasks or operating equipment, and if protocol suggests doing a task with another employee, do not attempt the task alone.



17. Use caution signs

Use caution signs when applicable. For example, wet floor signs prevent slips on a floor after you mop or after a spill. Areas at work may require barriers or signs when equipment such as forklifts are in use. Another example is road signs to notify drivers of workers or highway cleanup crews. It is important to place caution signs while working and read and obey caution signs placed by others.



18. Use proper equipment

Use the equipment a procedure recommends to help prevent an accident. Companies usually provide equipment to limit strain on employees and to comply with safety regulations. It is also important to learn how to operate any equipment that is available before using it for work.



19. Eat in designated areas

Employers sometimes restrict food and drink to specific areas at work to prevent spills, contamination and unsafe conditions. Having liquids around machines risks spills that can cause malfunctions, and eating where you work can cause contamination and possibly result in illness. If your workplace requests employees eat in a certain place or restrict food and drinks in a work environment, it is important to observe this rule.

CLASS	STORAGE	HAZARD	PPPE
Flammable	Upright Storage	Spills Evaporate and Burn Rapidly	
Controlled	Store Away From Flammable and Health Hazards	Explosive Toxic Gases on Contact	
Reactive	Store Away From Corrosives, Health Hazards and Flammable Materials	Reacts Violently with Air, Water and Other Substances	
Health Hazard	Secure Storage in Well Ventilated Stockroom	Toxic if Inhaled, Ingested or Absorbed Through the Skin	
Non Hazardous	Secure Storage in Well Ventilated Stockroom	Presents No More Than a Moderate Hazard	
Particularly Hazardous Substances	Secure Storage in Well Ventilated Stockroom	Extremely Toxic, Corrosive, and Reproductive Toxicity Require Special Precautions.	

20. Follow safety guides

Follow all safety guides put in place to protect you and your coworkers. Companies design safety rules to prevent incidents. Sometimes rules result from a previous accident which is why it is important to report your injuries as well as unsafe conditions. If you do not understand why a safety rule exists, you can ask your employer for clarification.



WORKPLACE EMAIL SECURITY

RESOURCE GUIDE



1. **Use a Work Email for Work:** Keep personal and work emails separate to minimize the risk of exposing confidential information.
2. **Use Strong Passwords:** Make sure that your email account is protected by a strong, unique password. Use a combination of letters, numbers, and special characters. Keep your password secure – do not share or write on a post-it.
3. **Don't click on links or attachments:** Be extra careful when opening email attachments or clicking on links. Be sure you know the sender's identity by checking for unusual email addresses or domain names.
4. **Don't respond to odd requests:** Reputable companies and individuals will NEVER ask you to share personal or financial details by email. Ignore these requests and report as spam.
5. **Use BCC for Mass Emails:** When sending emails to a large group of recipients, use the "BCC" (Blind Carbon Copy) field to protect everyone's email addresses.
6. **Avoid Public Wi-Fi:** Refrain from accessing your work email on public Wi-Fi networks, as they are often less secure. Use a virtual private network (VPN) if necessary.
7. **Keep Software Updated:** Regularly update your email client and operating system to patch security vulnerabilities.

1. Visit the Participant Portal:

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

2. Follow and Like A4TD on Facebook & LinkedIn:



3. 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 SINCE 1983
ASSOCIATES FOR TRAINING & DEVELOPMENT

 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

Questions? Contact us
 www.a4td.org

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