

Network to Work – Participant Guide

February 2024

Online Job Searching

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 is one thing you are excited about at your training this week/month?

2. Review Last Month:

- **Networking:** Professional networking is when you build relationships with other people both in your career field and in other related fields.
- You were asked to complete pages 4 & 5 in last month's packet. These are always available on the participant portal.

3. This Month:

- **Online Job Searching:** Print newspapers do still have a job section and are great for local jobs. Many employers do not bother to advertise in print, though. You need to expand your search online.
- **Resources:** Look at the resources on pages 3-5 of this packet. Page 5 is your homework.

4. Celebrations!

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

5. Programmatic Assurances:

- You must notify A4TD RC/CMPA if your personal information changes (address, phone number, email, etc)
- You must notify A4TD RC/CMPA if there are any changes to your family, income, or employment status
- You must notify A4TD RC/CMPA if, during training, you become the relative or domestic partner of another participant or of personnel at your host agency.

6. Workplace Safety Video:

- Link: <https://www.youtube.com/watch?v=ktrv34zW7-A>
- This short video explains how to properly inspect fire extinguishers. It then covers the P.A.S.S. system for proper, effective fire extinguisher usage. Share this video with your family, friends, relatives, co-workers, employees and people in your community. It provides valuable training in how to use fire extinguishers in an emergency. Remember: The life you save may be your own.

7. A4TD News:

- **Offsite Training** Options – Please see flyer on **page 6** of this packet
- **SCSEP Orientations** – Please see flyer on **page 7** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** Mon, February 19, (none in March & April)
- Please check if your Host Agency is open on this day

8. 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 name of the provider and the name of the course. *“30 minutes | GetSetup, New Member Orientation”*

9. Next Meeting:

- _____ day, March _____, 2024 at _____

Get Ready! Before Searching:

1. What is your training track? Employers call the same job by many names. Here are some suggested job titles/keywords/categories to search:

<p>General Office Clerk Administrative Assistant Admin Office Support Secretary Receptionist Office Assistant File Clerk</p>	<p>Customer Service Customer Experience Rep Guest Services Front Desk Associate Call Center Receptionist</p>	<p>Healthcare <i>(area of certification)</i> Personal Care Aide Home Health Aide CNA Phlebotomy</p>										
<p>Retail Retail Associate Cashier Front End Associate Store Associate</p>	<p>Janitorial Custodial Cleaner Porter Housekeeper Maintenance “Environmental Services Worker”</p>	<p>Childcare Daycare Teacher Aide Youth Assistant</p>										
<p>Stock Clerk Stockroom Clerk Inventory Clerk Warehouse Clerk Stocking Associate Shipping and Receiving</p>	<p>Food Service</p> <table border="0"> <tr> <td>Host</td> <td>Kitchen Runner</td> </tr> <tr> <td>Food Runner</td> <td>Line Cook</td> </tr> <tr> <td>Wait Staff</td> <td>Prep Cook</td> </tr> <tr> <td>Server Crew Member</td> <td>Cook</td> </tr> <tr> <td>Deli Clerk</td> <td>Dishwasher</td> </tr> </table>		Host	Kitchen Runner	Food Runner	Line Cook	Wait Staff	Prep Cook	Server Crew Member	Cook	Deli Clerk	Dishwasher
Host	Kitchen Runner											
Food Runner	Line Cook											
Wait Staff	Prep Cook											
Server Crew Member	Cook											
Deli Clerk	Dishwasher											

2. How far are you willing to travel to work? List areas/towns/zip codes where you can work:

3. How much can you work? Full-time / Part-time ____ Number of Hours?

Get Set! Where to Search

Connecticut

<https://www1.ctdol.state.ct.us/jcc/step4.asp>

Job & Career Connection Step Four: This step is all about connecting you with the right kinds of employers and opportunities within your chosen occupation.

<https://www.cthires.com/vosnet/default.aspx>

CT Hires: Job search, career guidance, resumé or letter-writing assistance, training/education programs, benefits information, or information on employers.

<https://www.connecticutjobs.com/>

<https://ctjobs.com/>

All Workforce Links: <https://jobs.ct.gov/>

Maine

<https://joblink.maine.gov/>

Maine Job Link: Explore the jobs, resumes, or training programs in your area

<https://www.mainecareercenter.com/resources/index.shtml>

Maine CareerCenters partner with several organizations in order to help Mainers find a better job and companies to find or train qualified employees. This page presents some of our partners, and includes local information for job seekers

New York

<https://myjobsny.usnlx.com/>

Welcome to the **New York State Job Bank!**

<https://dol.ny.gov/career-development>

NY Career Development: From career exploration, to resume writing assistance, and interview assistance to assessing your transferrable skills, **NYSDOL's Career Development Services** are available to help all New Yorkers find a career they love

Pennsylvania

<https://www.pacareerlink.pa.gov/jponline/Common/LandingPage/>

PA CareerLink Job Board

Vermont

<https://www.vermontjoblink.com/>

Explore the jobs, resumes, or training programs in your area

Job Banks

Career One Stop: <https://www.careeronestop.org/Toolkit/Jobs/find-jobs.aspx>

Indeed.com
(best for actual jobs –
vs recruiters)

Ziprecruiter.com

LinkedIn.com
(best for networking)

Glassdoor.com
(best for company/
salary research)

GO! It's never too soon to start the search

Begin searching. Register for the job boards. Set up email alerts. Even if you do not yet have a resume, reading job descriptions can help you develop one. Job postings and job descriptions are “wish lists” for the hiring manager. You should strive to have 60% or more of the listed preferred skills when you apply for a job. Spend your time in the beginning reading the “Preferred Skills” section of job postings on your training track.

Assignment: Look up **four** job openings in your training track/location and read through the “preferred skills” List some skills you find for each category below. Bring this chart back with you in March.

Skills that I Have	Skills that I am learning at my host agency or current courses	Skills that I want to learn (ask your RC/CMPA if these skills can be added to your IEP for training at the Host Agency or offsite)	Skills I don't recognize (ask Host Agency Supervisor or your RC/CMPA what these are & how you could learn them)

By starting early and reading job descriptions, you learn what employers in the field are looking for. You can improve the needed skills and refine a great resume!



job goal!



Specialized Offsite Training



Funding for classes NOW
Talk to your
RC & CMPA today!

- 1**

 - Personal Care Aid Certification
 - Phlebotomy Credential
 - Pharmacy Tech Credential
 - Certified Nursing Assistant Credential

Health Care
- 2**

ServSafe
Food Handler or Managerial Certification

Food Service
- 3**

Customer Service
Certification

Customer Service
- 4**

Administrative Assistant
Certification

Admin Assistant
- 5**

Child Development Associate
Certification

Childcare

All Training Tracks

Digital Literacy

A4TD Computer Mentors
One-on-one chromebook basics with a live A4TD participant-mentor

GetSetUp
Online Platform with live instructor options as well as recorded classes with chat support.

Tech4Tomorrow
Online real-time classes with live instructor.

KLS
Independent online study with webinar support

Local Classes
Tuition Support May Be Available
Please talk to your RC

To Watch an Introduction Video: https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L_846C

Stay Connected:

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
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

Questions? Contact us

 www.a4td.org

(800) 439 - 3307 
info@a4td.org 