

Network To Work - Meeting Agenda

Participant Guide – February 2019

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:
 - Reviewing and comparing your resume to the pointers learned at the January Network to Work meeting;
 - Connecting with your local One-Stop or Department of Labor office to take advantage of their resume writing services and workshops.

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: "Networking"

Notes: _____

7. Job Readiness: Networking at a Career Fair

- Part 1 – Introductory Activity – Is this Networking? (yes or no):
 - Building relationships to gain information to help your job search
 - Asking for a job
 - Making and expanding contacts
 - Aggressively Promoting Yourself
 - Sharing information in a give and take, mutually beneficial way
 - Using other people
 - Helping other people more than selling yourself.
 - Following up a meeting with ideas, recommendations and offers to help.

Agenda Topics

- **Part 2 – Group Q & A and Discussion**

- How many of you have attended a job fair?
- What did you think are the most important aspects of a job fair?
- What did you find challenging about a job fair?
- Why should you include a job fair as part of your networking activities?

NOTES:

- **Part 3 – Discussion of Resource Document**

- **See Resource Handout, “Successful Networking at a Career Fair”**

NOTES:

Agenda Topics



- **Deepen Your Understanding** – During the next month please:
 - Use the Resource Activity, “Writing your Elevator Speech”, to come up with a draft message you can use in your networking activities.
 - Attend a career fair and apply the tips you have learned today.
 - Come to the March meeting prepared to share your speech and your experience at a career fair.

8. Workplace Safety Video:

“What Causes Accidents?”

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.
- **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 Monday, February 18th, in observance of Presidents' Day. Your Host Agency may also be closed on that day. If it is, please make plans with your CMPA and your Host Agency supervisor to make up your hours **during the same pay period**.

- **You must notify your local A4TD training center staff / Case Management Participant Assistant office:**
 - If your personal information changes (address, phone #, etc.)
 - If there are any changes to your family size, income, or employment status
 - If during training, you become the relative or domestic partner of another participant or of a staff member at your host agency.

- **Timesheet Reminder:**
 - When recording the Network to Work meeting information on your timesheet, the “# of Off-site Training Hours” should be 4.
 - 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.

- The **March 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?
