

Network To Work - Meeting Agenda

Participant Guide – April 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:
 - Last month we asked you to:
 - **Read** the Resource Documents about Cover Letters, AND
 - **Write down:**
 - one or two of your best skills that you would like to promote to prospective employers;
 - specific examples of how you have used those skills in the past to make a positive impact at work.
 - **Please share your chosen skills and examples of them in practice.**

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; new A4TD website and Portal access; Supportive Service information about Nutrition Assistance.

Notes: _____

6. Employer Guest Speaker: _____

- Job Search Skill Topic: "Labor Market Information"

Notes: _____

8. Workplace Safety Video:

“Inspect your Workplace: Prevent 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, May 27th in observance of Memorial Day. Your Host Agency will likely be closed on that day as well. If it is, please make plans with your Case Management Participant Assistant and your Host Agency supervisor to make up your hours ***during the same pay period.***

A small icon consisting of a dark speech bubble with the word "tell" written in white lowercase letters inside.

Agenda Topics

- **Financial items:**
 - Direct deposit of your paychecks isn't mandatory but it is strongly encouraged.
 - Pay will be delayed if timesheets are not received on time.
 - Remember we re-verify program eligibility (including income) annually
 - You can update your W4 information at any time – please ask for a new form from SCSEP staff if needed.
- **When are timesheets due?**
 - No later than the close of business on the 2nd Friday of a payroll cycle
 - BUT, if you train on Saturday, submit your timesheet on Saturday after you complete your training.
- **When submitting your timesheet by fax:**
 - Be sure to check the transmission report to ensure it was sent without any errors. If it says “Check readability of transmitted page”, resend!!
- **What should you do if you are asked by your host agency to train more hours or at different times than what is listed on your Training Assignment Agreement (and agreed upon when you started at your host agency)?**
 - Notify your CMPA or A4TD staff person ASAP. (Remember there is a limit to the number of hours you may train at your host agency.)
- **Do you have to wear your A4TD name tag?**
 - Yes! Please wear it when training and also while attending the Network to Work meeting. We appreciate you being an Ambassador for SCSEP.
- **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 **May 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?