

Network To Work - Meeting Agenda

Participant Guide – May 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:
 - **Finish reading** the Resource Document, AND
 - If you had access to a computer, go to Projections Central and **explore the labor market information** resources for your state. **Jot down** occupations of interest to you that are projected to grow in the coming years.
 - Come to today’s meeting prepared to share the occupations you identified that have a strong outlook in the future.
 - **Please share the occupations you identified.**

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; Durational Limits.

Notes: _____

6. Employer Guest Speaker: _____

- Job Search Skill Topic: “Searching and Applying for Jobs Online”

Notes: _____

7. Job Readiness: Searching and Applying for Jobs Online

- **Part 1 – Group Discussion:**
 - “What do you think are some of the “best practices” when searching and applying for jobs online?”
 - “What have been your experiences in searching for / applying for jobs online?”
- **Part 2 – Group Discussion of Resource Document about Searching & Applying Online**
 - Section 1 - “Best Practices when Searching and Applying for Jobs Online”
 - Section 2 – “Using Keywords in your Job Search”

NOTES:

- **Deepen Your Understanding** – During the next month please:
 - Read the sections of both Resource Documents were not covered today (about keywords and LinkedIn).
 - Select a few of the best practices we discussed today and carry them out.
 - Create a LinkedIn profile (see Resource document) and/or post your resume on a job board. (If you don’t yet have a resume, get it created this month.)
 - Come to the June meeting prepared to share your experience.



8. Workplace Safety Video:

“Fire Extinguisher Training”

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 square with a white speech bubble shape inside, containing the word "tell" in white lowercase letters.

Agenda Topics

tell

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- **What are your responsibilities with regard to job hunting?"**
 - Participants in the SCSEP program must search for employment. Use multiple sources for your job search including online resources, newspapers and other business publications, word of mouth, etc.
 - You must also register with the One Stop Career Resource Center (American Job Centers / Career Centers / CNY Works) and its WIOA program, and use its resources during your job search. Please provide your registration information to your CMPA.
 - Look for workshops that will benefit you. Time spent attending these workshops counts towards your weekly training hours.
 - Once you are proficient in 75% of the tasks in your Individual Employment Plan (IEP), you are considered job ready. Job ready participants must complete a monthly Job Search Activity Log to document your job search efforts. The log should be turned in at these monthly Network to Work meetings. It's a good habit to job hunt even if you aren't yet job ready.
- **Offsite training is available to you during your training time.** Talk to your CMPA or A4TD staff person about any training you believe would be helpful.
- **Supportive services are available** to you during your time in SCSEP and also for a 6-month period after you exit SCSEP *if you exit for a job*. Talk to your CMPA about your needs, interests, and what might be helpful to you.
- **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 **June 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?