

# Network To Work - Meeting Agenda

Participant Guide – June 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 sections of both Resource Documents that were not covered (about keywords and LinkedIn);
    - Select a few of the best practices (for searching and applying for jobs online) we discussed and carry them out;
    - Post your resume on a job board (or create a LinkedIn profile);
    - Come to today’s meeting prepared to share your experience.
  - **Please share your experience.**

### 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
- Supportive Service Information about summertime energy saving ideas.

Notes: \_\_\_\_\_  
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## 6. Employer Guest Speaker: \_\_\_\_\_

- Job Search Skill Topic: "Interviewing"

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## Agenda Topics

- **Deepen Your Understanding** – During the next month please:



- Read / review the entire Resource document.
- From the final section of the Resource document, “*Questions Candidates Should Ask in Job Interviews*”, select one or two questions that you feel are especially interesting or valuable.
- Come to the June meeting prepared to share which question(s) you selected.

### 8. Workplace Safety Video:

#### “Fatal Struck-by Accidents: Walking to Work”

Notes:

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### 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

## Agenda Topics

- 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 Wednesday, July 4<sup>th</sup> in observance of Independence 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.**

- **What should you do if you will not be training for more than 5 consecutive scheduled training days at your Host Agency?"**

If you plan to be absent for more than 5 consecutive scheduled training days, you must ask your CMPA or local A4TD staff person for a Leave of Absence, preferably in writing. A leave of absence will only be granted for health / sickness or family care reasons. Leaves of Absence are not guaranteed, requests should be limited in number and frequency, and the length should be as short as possible. If you have personal questions regarding this, please ask your SCSEP staff person.

- **What should you do if you are unable to train on a scheduled day?**

Contact both your training site and your local SCSEP staff person if you are unable to train on a scheduled day. With approval from your CMPA or local A4TD staff AND your host agency supervisor, you may make up missed hours during the same pay period. Likewise, if your training site closes, you may make up missed hours during the same pay period.

- **Worker's Compensation Insurance.**

All A4TD SCSEP participants are covered under A4TD's workers comp. insurance plan if they are injured while training. If injured, please make sure your Host Agency Supervisor is aware of all of the circumstances. It is the participant's and the host site supervisor's responsibility to call local A4TD staff immediately if an accident occurs, once the participant's safety has been assured.

- **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.

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

## Agenda Topics

- The **July meeting date** is \_\_\_\_\_.
- Do you have a question or suggestion?
- Please email us at [suggestions@a4td.org](mailto:suggestions@a4td.org); we value your feedback!

**How can the Associates for Training and Development staff help you?**