

## Network to Work Meeting

Participant Agenda – July 2019

### Professional References

#### 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

- “What do you feel we need to have achieved by the time we end this meeting for it to have been valuable for you?”
- **Introduce** yourself:
  - Name and host agency
  - Job goal
  - Something you have been working on to improve your skills or move towards employment. A “win”.
  - One thing your hope to take away from today’s meeting OR a burning question you may have about today’s topic.

#### 3. We Celebrate You! Participant Success

- Certificates are handed out

#### 4. Employer Guest Speaker: \_\_\_\_\_

- **Job Search Skill Topic:** “Professional References”

Notes: \_\_\_\_\_  
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## Agenda Topics

- Review the segment of the Resource document designated for your group.
- Identify 3 – 5 key points to share with the whole group. Select a spokesperson who will share these with the whole group.

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- **Deepen Your Understanding** – Group goal setting:
  - The group will set a collective goal for how to take this information forward and implement it.
    - *“What do you want to commit to, that will be helpful for you and your job search process?”*

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### 6. Workplace Safety Video:

**“Watch Out! Hazards! Prevent Slips, Trips and Falls”**

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**7. Miscellaneous Matters**

- Information of note

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**8. 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 and opportunities you know about.
  - Share any wisdom or insight you have gained from your own job search.
  - Share any challenges you are facing for which you'd like group support or input.

*“No one is useless in this world who lightens the burdens of another.”  
- Charles Dickens*

**9. Your Employment Portfolio:**

- *“What portfolio items should you be sure to have in place?”*  
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### 10. Parting Notes and Housekeeping Items

- Each year SCSEP participants in the United States are sent a *Customer Satisfaction Survey* by a company called Charter Oak, which administers the survey for the US Dept. of Labor. The surveys were expected to be sent in mid-September so you may have already received it. You will also receive a pre-survey letter from Associates for Training and Development in advance of the survey.

#### Here are some things to know and consider:

1. The survey gives all participants an **OPPORTUNITY** to reflect and tell Congress and the United States Dept. of Labor why the Senior Community Service Employment Program is important and how it has helped them - in essence, to be able to give feedback about the program to help make it better.
  2. Your feedback is vital and greatly valued. Therefore, it is very important that you take the time to complete the survey and return it to The Charter Oak Group in the addressed and stamped envelope that is provided with the survey.
  3. The surveys are confidential and no one will see any individual responses. Results are reported out without any identifying information about the person who completed the survey.
  4. If you have any questions about the survey, please ask SCSEP staff or call Rick Bugbee at 800-439-3307 x122. Thank you in advance for taking the time to complete the survey. We hope you feel that we have provided you excellent SCSEP training services.
- **This monthly Network to Work meeting is required as part of your training** unless an emergency situation arises or a participant is ill. These meetings help build your job search and professional skills, giving you the tools to conduct an effective job search. Notify your A4TD staff person ***before the meeting*** if you are unable to attend.
  - **The A4TD Grievance procedure is as follows.** The goal is to resolve complaints at the lowest possible level.
    - Discussion with your A4TD supervisor (CMPA)
    - If unresolved at level one, submit a written complaint to A4TD Program Management.
    - If unresolved at level two, submit a written complaint to A4TD Executive Management.
    - Complaints to be filed within 10 days of incident or grievance decision.
    - Full details are found in your Participant Handbook (available on A4TD website)
  - **These activities are prohibited at your training site.** Please inform local staff if you feel your rights are being violated.

## Agenda Topics

- The unlawful use, distribution, possession, manufacture, or being under the influence of drugs or alcohol.
- Harassment (verbal or physical conduct) on the basis of any protected characteristic that creates an intimidating, hostile or offensive work environment.
- Lobbying or engaging in partisan or nonpartisan political activity.
- **Please contact your Case Management Participant Assistant or other A4TD staff person at least once per pay period** to update them on your training and job search efforts. You can do this by phone, email, or by stopping by the Mature Worker Resource Center (Training Center).
- **If you are Job Ready** (proficient in 75% of your IEP tasks and abilities), you are required to job hunt and to submit a Job Search Activity Log (JSAL) on a monthly basis to your Case Management Participant Assistant (CMPA). Ideally you should submit the JSAL at these Network to Work meetings.
- **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 **August 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!

### 11. Conclusion of the Meeting

- Share one key point you learned or are taking away from this meeting.

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