

## Network to Work Meeting

Participant Agenda – August 2019

### Workplace Safety and Wellness

#### 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 will make this meeting valuable for you?”
- **Introduce** yourself:
  - Name and host agency
  - Job goal
  - A success you had this month in your training, job search, or elsewhere.

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

- Certificates are handed out

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

- **Job Search Skill Topic:** “Workplace Safety / Wellness”

Notes: \_\_\_\_\_

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## Agenda Topics

### 5. Job Readiness: Workplace Safety / Wellness

- **Workplace Wellness Scenario:**

*“You are busy training at your host agency and are also beginning an active job search. You are feeling a bit overwhelmed. How can you take care of your personal wellness and minimize the negative effects of stress on your physical and mental health?”*



- **Part 1 – Activity:**

- Review the activity handout. Then list:
  - A source of workplace stress
  - How does this situation make you feel?
  - What is your typical response to this stressor?
  - How satisfied are you with that response? Scale of 1 – 5 (1 being very unsatisfied, 5 being very satisfied)
  - How else could you respond? (see Resource Document)
- Write each individual source of workplace stress on an individual piece of paper provided by your CMPA. The CMPA will collect these.

- **Part 2 – Large Group Discussion**

- Can you relate to this source of stress?
- What habits or negative mindsets might make this stress worse?
- What might be some effective strategies for dealing with this kind of stressor?
- What other strategies do you use for minimizing general workplace stress?
- Name two things that are stressful about the job search?
- What things can – or do – you do to stay balanced, positive and confident while searching for a job?

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## Agenda Topics

### 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.

## Agenda Topics

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.
- All A4TD Training Centers will be closed on Monday, September 2<sup>nd</sup> in observance of Labor Day. Your Host Agency will likely also be closed on that day. 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**.
  - **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 your supervisor.
  - **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 **September 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?**