

Network to Work Meeting
Participant Agenda – September 2019
Employability Skills & Teamwork

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:** “Employability Skills / Teamwork”

Notes: _____

Agenda Topics

5. Job Readiness: Employability Skills / Teamwork

- **Job Hunting Scenario:**

“You have found a job listing that is of great interest to you. The ad stresses that being an excellent team player is required. Is that you? What is teamwork?”



- **Part 1 – Brief Introduction to Employability Skills:**

NOTES:

- **Part 2 – Communication Activity**

- Participants will break into pairs, sitting back to back.
- One member of the pair will be given a diagram; the other will be given a pen and paper.
- For 5 minutes, the participant with the diagram will describe it to the other participant, who will draw what they hear. No questions will be allowed.
- For 5 more minutes, the exercise will be repeated, but this time questions will be allowed.
- End with a group discussion about communication skills.

- **Part 3 – Group Discussion about Teamwork**

- **Part 4 – Discussion of the Resource Document / Tips for Improving your Teamwork Skills**

NOTES:

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?”*

10. Parting Notes and Housekeeping Items

- All A4TD Training Centers will be closed on Monday, October 14th in observance of Columbus Day (Indigenous Peoples’ Day in Vermont). Your Host Agency may 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**.
- Associates for Training and Development will follow up with you each quarter for a period of 15 months after you leave the program to check on your status and to help you get or maintain a job.
- If you are asked by your host agency to do any tasks or duties that are not outlined in your IEP or Training Assignment Description, please notify your local Training Center staff immediately.
- Remember, you are not allowed to drive your vehicle or a Host Agency vehicle as part of your training assignment. If you are asked to drive, please notify your local Training Center staff immediately.
- The **October meeting date** is _____.

Agenda Topics

- **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.
- Do you have a question or suggestion?
Please email us at 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.

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