

Network to Work Meeting

Participant Agenda – October 2019

Job Search Follow Up

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 and Introductions

- **Introduce** yourself:
 - Name and host agency
 - Job goal
 - A success you had this month in your training, job search, or elsewhere.
- “What do you hope to take away from or learn at today’s meeting?”

3. We Celebrate You! Participant Success

- Certificates are handed out

4. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Job Search Follow Up”

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.

*“This is the only perfection there is, the perfection of helping others.
This is the only thing we can do that has any lasting meaning.
This is why we're here. To make each other feel safe.”*
— *Andre Agassi*

9. Your Employment Portfolio:

- *“What portfolio items should you be sure to have in place?”*

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 have recently been sent out 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.

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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, November 11th in observance of Veterans Day, and on Thursday and Friday, November 28th and 29th in observance of Thanksgiving. Your Host Agency may also be closed on those days. 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**.
 - **Financial items:**
 - Direct deposit of your paychecks but it is strongly encouraged. Your alternative is to receive your training wages via a pay card.
 - Pay will be delayed if timesheets are not received on time.
 - Remember we re-verify program eligibility (including income) annually
 - You can update your W4 information at any time – please ask for a new form from SCSEP staff if needed.
 - **When are timesheets due?**
 - No later than the close of business on the 2nd Friday of a payroll cycle
 - BUT, if you train on Saturday, submit your timesheet on Saturday after you complete your training.
 - You may not submit a timesheet before you have finished your training for the pay period.
 - **What should you do if you are asked by your host agency to train more hours or at different times than what is listed on your Training Assignment Agreement (and agreed upon when you started at your host agency)?**
 - Notify your CMPA or A4TD staff person ASAP. (Remember there is a limit to the number of hours you may train at your host agency.)
 - **Do you have to wear your A4TD name tag?**
 - Yes! Please wear it when training and also while attending the Network to Work meeting. We appreciate you being an Ambassador for SCSEP.
 - **Can you miss a Network to Work meeting?**
 - Network to Work meetings are mandatory, unless prior approval is granted from SCSEP staff in advance of the meeting. SCSEP name tags should always be worn while training.
 - The **November 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?