

Network to Work Meeting  
Participant Agenda – November 2019  
**Workplace Etiquette**

**Agenda Topics**

**1. Materials**

- Please be sure to turn in your Job Search Activity Log.
- Your Case Management Participant Assistant (CMPA) 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. A Bit About SCSEP**

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**4. We Celebrate You! Participant Success**

- Certificates are handed out

**5. Employer Guest Speaker:** \_\_\_\_\_

- **Job Search Skill Topic:** “Workplace Etiquette”

## Agenda Topics

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### 6. Job Readiness: Workplace Etiquette

- **Job Hunting Scenario:**  
*“You are a new employee at an organization. You want to make a good impression and contribute to the company’s success. How should you behave?”*
  
- **Part 1 –Q & A / Discussion:**
  - *What is Workplace Etiquette?*
  - *Why is Workplace Etiquette important?*
  - *What does good etiquette / poor etiquette say about you?*
  - *What are the most common breaches of workplace etiquette?*
  - *What are the most important etiquette rules to be followed in the workplace?*

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## Agenda Topics

- **Part 2 – Discussion of the Resource document, section 2, “Stemming Gossip and Creating a Healthy Workplace”**

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- **Deepen Your Understanding** – Group goal setting:
  - *Take a moment to write down the type of workplace etiquette-related action that you would like to practice.*

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### 7. Workplace Safety Video: “Illness Prevention”

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### 8. Miscellaneous Matters

- **Information of note**

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## Agenda Topics

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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 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*

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### 10. Your Employment Portfolio:

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

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### 11. Parting Notes and Housekeeping Items



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- All A4TD Training Centers will be closed on Monday, November 11<sup>th</sup> in observance of Veterans Day, and on Thursday and Friday, November 28<sup>th</sup> and 29<sup>th</sup> in observance of Thanksgiving Day). Your Host Agency may also be closed on those days 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 are your responsibilities with regard to job hunting?"**
  - Participants in the SCSEP program must search for employment. Use multiple sources for your job search including online resources, newspapers and other business publications, word of mouth, etc. Also, please keep your resume up-to-date.
  - **You must also register with the One Stop Career Resource Center (American Job Centers / Career Centers / CNY Works) and its WIOA program**, and use its resources during your job search. Please provide your registration information to your CMPA.
    - Look for workshops that will benefit you. Time spent attending these workshops counts towards your weekly training hours.
  - Once you are proficient in 75% of the tasks in your Individual Employment Plan (IEP), you are considered job ready. Job ready participants must complete a monthly Job Search Activity Log to document your job search efforts. The log should be turned in at these monthly Network to Work meetings. It's a good habit to job hunt even if you aren't yet job ready.
- **Offsite training is available to you during your training time.** Talk to your CMPA or A4TD staff person about any training you believe would be helpful.
- **Supportive services are available** to you during your time in SCSEP and also for a 6-month period after you exit SCSEP *if you exit for a job*. Talk to your CMPA about your needs, interests, and what might be helpful to you.
- **The December meeting date is \_\_\_\_\_.**
- **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](mailto:suggestions@a4td.org); we value your feedback!

**12. Conclusion of the Meeting**

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

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**How can the A4TD staff help you?**