

Network to Work Meeting
Participant Agenda – December 2019
Career Resilience

1.

Agenda Topics

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? Any burning questions?”

3. We Celebrate You! Participant Success

- Certificates are handed out

4. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Career Resilience”

NOTES: _____

Agenda Topics

- *“How resilient do you think you are? What appears to be your current capacity for resilience?”*
- *“What appear to be some of your potential barriers to being resilient?”*

NOTES: _____

- **Part 4 – Reading / Discussion of the Resource document, section 2, “Fostering Career Resilience”.**
 - Reading of tips and strategies;
 - Questions:
 - *“Which of these strategies do you use? How has it been helpful to you?”*
 - *“Are any of these ones you hadn’t thought of before?”*
 - *“Does this essential tip – ‘First, recognize that your struggle is valid, no matter with what you are struggling.’ – resonate for you at all?”*
 - *“One strategy mentioned for developing resilience is to ‘cultivate a sense of adventure’ and do scary things. What are some of the bravest things you have ever done?”*

NOTES: _____

Agenda Topics

- **Deepen Your Understanding** – Group goal setting:
 - Take a moment to write down the career resilience tips or strengths you would like to focus on.

 - Outside of this meeting you may wish to complete Part 2 of the self-assessment activity, ***“Strengths to Develop and Draw Upon”*** to help clarify your particular strengths that will help you develop and demonstrate resilience.

6. Workplace Safety Video:

“Back Safety – The Low 5s”

NOTES:

7. Miscellaneous Matters

- **Information of note**

NOTES:

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.

Agenda Topics

“Never be afraid to admit you need help. Asking for someone’s support or advice is a sign of strength and courage.”

NOTES:

9. Your Employment Portfolio:

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

10. Parting Notes and Housekeeping Items

- Please be sure to complete and return the Customer Satisfaction Survey if you received one.
- **All A4TD Training Centers will be closed** on Wednesday, December 25th in observance of Christmas Day and on Wednesday, January 1st in observance of New Year’s Day. Your Host Agency will also likely be closed on those days ***and perhaps other days as well***. If it is, please make plans with your CMPA and your Host Agency supervisor to make up your hours ***during the same pay period***.
- **What should you do if you will not be training for more than 5 consecutive scheduled training days at your Host Agency?”**

If you plan to be absent for more than 5 consecutive scheduled training days, you must ask your CMPA or local A4TD staff person for a Leave of Absence, preferably in writing. A leave of absence will only be granted for health / sickness or family care reasons. Leaves of Absence are not guaranteed, requests should be limited in number and frequency, and the length should be as short as possible. If you have personal questions regarding this, please ask your SCSEP staff person.



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Agenda Topics

- **What should you do if you are sick and unable to train on a scheduled day?**

Contact your local SCSEP staff and your host agency supervisor if you are sick and unable to train on a scheduled day. With approval from your CMPA or local A4TD staff and your host agency supervisor, you may make up missed hours during the same pay period. You may also make up any training hours missed due to host agency closure during that same pay period.

- **Worker’s Compensation Insurance.**

All A4TD SCSEP participants are covered under A4TD’s workers comp. insurance plan if they are injured while training. If injured, please make sure your Host Agency Supervisor is aware of all of the circumstances. It is the participant’s and the host site supervisor’s responsibility to call local A4TD staff immediately if an accident occurs, once the participant’s safety has been assured.

The January 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.
- **The number of on-site training hours for the NTW meeting week should be reduced by 2 (to 18), and the total weekly training hours cannot exceed 22 (assuming you train 20 hours per week).**
- 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!

12. Conclusion of the Meeting

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

How can the A4TD staff help you?