

Network to Work Meeting

Participant Agenda – January 2020

Resume Customization

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? Any burning questions?”

3. A Bit about SCSEP

4. We Celebrate You! Participant Success

- Certificates are handed out

5. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Resume Customization”

NOTES: _____

Agenda Topics

6. Job Readiness: Resume Customization

- **Job Hunting Scenario:**

“You are preparing to apply for jobs and want to have a resume that showcases your unique talents while minimizing your age. How can you customize your resume to achieve these goals?”

- **Part 1 –Q & A / Discussion:**

- *How many of you have a resume? What do you feel are the strongest and weakest parts of your resume?*
- *What makes for a good resume?*

NOTES:

- **Part 2 –**

- **Activity / Discussion– “Resume Review”**

- What is the difference between the “Objective” section on the left and the “Professional Profile” section on the right?
- What are the differences between the two “Experience” sections?

- **Debrief the activity and discuss.**

Agenda Topics

NOTES: _____

- **Part 3 – Review and discussion of the Resource document, “Writing an Effective Summary of Qualifications”**

NOTES: _____

- **Part 4 –**
 - **Activity / Discussion– “Skill Identification”**
 - Spend 10 minutes answering questions found in this exercise.

NOTES: _____

Agenda Topics

- **Deepen Your Understanding** – Group goal setting:
 - Spend some time reviewing again the Resource Document and completing the Skill Identification exercise.

7. Workplace Safety Video:

“Sleep Loss Effects – Danger: Sleepy Worker at Work”

NOTES:

8. Miscellaneous Matters

- **Information of note**

NOTES:

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.

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

Agenda Topics

NOTES:

10. Your Employment Portfolio:

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

11. Parting Notes and Housekeeping Items



- **All A4TD Training Centers will be closed** on Monday, January 20th in observance of Martin Luther King Day and on Monday, February 17th, in observance of Presidents Day. Your Host Agency may also be closed on those days. If it is, please make plans with your CMPA and your Host Agency supervisor to make up your hours **during the same pay period**.
- **This monthly Network to Work meeting is required as part of your training** unless an emergency situation arises or a participant is ill. These meetings help build your job search and professional skills, giving you the tools to conduct an effective job search. Notify your A4TD staff person **before the meeting** if you are unable to attend.
- **The A4TD Grievance procedure is as follows.** The goal is to resolve complaints at the lowest possible level. Please see your Participant Orientation Handbook for more information.
 - Discussion with supervisor (CMPA)
 - If unresolved at level one, written complaint to Program Management.
 - If unresolved at level two, written complaint to Executive Mgt.
 - Complaints to be filed within 10 days of incident or grievance decision.
 - Full details in Participant Handbook (available on A4TD website).
- **These activities are prohibited at your training site.** Please inform local staff if you feel your rights are being violated.
 - The unlawful use, distribution, possession, manufacture, or being under the influence of drugs or alcohol.

Agenda Topics

- Harassment (verbal or physical conduct) on the basis of any protected characteristic that creates an intimidating, hostile or offensive work environment.
- Lobbying or engaging in partisan or nonpartisan political activity.
- **When should you begin looking for a job?**
 - It is recommended you begin as soon as you enter the program.
 - It is required once you are considered “job ready”, having achieved proficiency in 75% of the tasks and abilities spelled out in your Individual Employment Plan.
- **What additional training should you participate in beyond your host agency?**
 - Computer Training
 - Job Readiness workshops at your local CareerCenter, Department of Labor, One Stop, or CNY Works office.
 - Occupation-specific skills or credential training as identified by A4TD staff.
 - ***Please talk with your local A4TD staff person to identify courses relevant to your job goal.***
- **The February 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?