

Network to Work Meeting
Participant Agenda – February 2020
Networking & the Job Search

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. We Celebrate You! Participant Success

- Certificates are handed out

4. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Networking and the Job Search”

NOTES: _____

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5. Job Readiness: Networking & the Job Search

- **Job Hunting Scenario:**

“You have been applying for jobs but getting no response. You’ve been told that it’s a great idea to try to access the hidden job market by networking. But what does that mean and how is it done? And isn’t networking something that only extroverts are good at?”

- **Part 1 –Q & A:**

- *What is networking and why is it an important part of your job search?*
- *What are some great venues for networking?*

NOTES: _____

- **Part 2 – Review and discussion of the Resource document, “All About Networking”**

NOTES: _____

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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.

“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

- **All A4TD Training Centers will be closed** on Monday, February 17th, in observance of Presidents Day. Your Host Agency may also be closed on this day. If it is, please make plans with your CMPA and your Host Agency supervisor to make up your hours **during the same pay period**.



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- You must notify your local A4TD training center staff / Case Management Participant Assistant office:
 - If your personal information changes (address, phone #, etc.)
 - If there are any changes to your family size, income, or employment status
 - If during training, you become the relative or domestic partner of another participant or of a staff member at your host agency.
- **A bit more about SCSEP and A4TD.** The goal is to resolve complaints at the lowest possible level. Please see your Participant Orientation Handbook for more information.
 - They are participants in the Senior Community Service Program (SCSEP), which is a state and federally funded jobs training program.
 - Associates for Training and Development is one of 19 organizations in the country that receives federal funds to administer the program.
 - The primary objective of the program is to help older workers receive training that leads to employment. It is a transitional training program. Thus the participant's goal should be to enroll in the program, receive training, and then find employment. We cannot help others in need unless current participants find jobs and leave the program.
- **Jobs, Jobs, Jobs!** The goal of all SCSEP participants is to find employment. Participants are expected to search for work, and provide details to SCSEP staff so they can follow up with prospective employment leads. There are multiple sources you can use in your job search, including networking, online resources including company websites and job boards, newspapers and business publications, word of mouth, etc. Also, participants who are "job ready" are required to complete a monthly Job Search Activity Log. SCSEP staff will regularly check in with you to discuss your job search efforts and how we can assist you.
- The Department of Labor offers excellent job search skill workshops. Participants are **expected** to attend these on a regular basis and it counts toward your 20 weekly training hours. Please discuss your options with SCSEP staff.
- **The March meeting date** is _____.
- **Timesheet Reminder:**
 - On the day of your NTW meeting:
 - In the "# of Hours at Host Agency" column, **enter 2 hours less than your regular schedule;**
 - In the "# of Hours at Offsite Training" column, **enter 4 hours;**
 - In the "Explanation of Offsite Training Activities column", write "Network to Work meeting".



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- 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 A4TD staff help you?