

Network to Work Meeting
Participant Agenda – March 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:** “Cover Letters”

NOTES: _____

Agenda Topics

5. Job Readiness: Cover Letters

- **Job Hunting Scenario:**

“You have been applying for jobs but getting no response. You’ve been sending the same generic cover letter with each application and resume and are wondering if the problem lies with that cover letter.”

- **Part 1 –Q & A:**

- *What do you think are the elements of a good cover letter?*
- *What are some common cover letter mistakes?*

NOTES: _____

- **Part 2 – Introduction to Cover Letters**

NOTES: _____

Agenda Topics

- **Part 3 – Discussion of Resource Document #1 – Cover Letters**

NOTES: _____

- **Part 4 – Discussion of Resource Document #2 – Cover Letter Content & Formatting**

NOTES: _____

- **Part 5 – Brief review of the remaining Resource Document content**

NOTES: _____

Agenda Topics

- **Deepen Your Understanding –**
 - Spend some time reviewing the Resource Document and the parts not covered in today's meeting.

6. Workplace Safety Video:

“Eye Safety – the 20/20/20 Rule”

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.

“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:

9. Your Employment Portfolio:

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

10. Parting Notes and Housekeeping Items

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- Associates for Training and Development will follow up with you each quarter for a period of 15 months after you leave the program to check on your status and to help you get or maintain a job.
- If you are asked by your host agency to do any tasks or duties that are not outlined in your IEP or Training Assignment Description, please notify your local Training Center staff immediately.
- Remember, you are not allowed to drive your vehicle or a Host Agency vehicle as part of your training assignment. If you are asked to drive, please notify your local Training Center staff immediately.
- **The April 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”.
- 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.

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Agenda Topics

- 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?