

Agenda Topics

4. Job Readiness: How to Participate in a Virtual Meeting or Webinar

- Best practices before joining a virtual meeting
- Preparation tips for virtual meeting attendees
- Virtual meeting etiquette

NOTES: _____

5. Workplace Safety Video:

NOTES:

6. Computer Skills Self-Assessment

NOTES:

7. Your Employment Portfolio:

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

Agenda Topics

9. Parting Notes and Housekeeping Items

- **Benefits Verification Letters:** Those of you receiving SSDI will soon be receiving your Benefit Verification Letters or statements outlining any change in your SSDI benefit in 2021. Please be sure to hold on to this letter, together with your 2020 Benefits Verification Letters. We will need this information when we do your annual Recertification of program eligibility.
- **All A4TD Training Centers and offices will be closed** on Wednesday, November 11th in observance of Veterans Day, and on Thursday and Friday, November 26th and 27th in observance of Thanksgiving. If your Host Agency has reopened, it may also be closed on those days. 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**.
- **Financial items:**
 - Direct deposit of your paychecks is not required but it is strongly encouraged. Your alternative is to receive your training wages via a pay card.
 - Pay will be delayed if timesheets are not received on time or if you fail to connect with your A4TD staff person to verify your paid sick leave hours.
 - Remember we must verify your eligibility for the SCSEP (including income) annually.
 - You can update your W4 information at any time – please ask for a new form from SCSEP staff if needed.
- 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:**
 - You 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 your 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.
- **JSALS:** Your completed Job Search Activity Logs are due and should be emailed, mailed or faxed to your CMPA / RC / RD.

Agenda Topics

- **Timesheet Reminder:**
 - When recording the Network to Work meeting information on your timesheet:
 - In the “# of Hours at Host Agency” column, ***enter 4 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.
- Do you have a question or suggestion? Please email us at suggestions@a4td.org; we value your feedback!

10. Conclusion of the Meeting

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

How can the A4TD staff help you?