

## Network to Work Meeting

Participant Agenda – December 2020 – 90 minutes

### Topic: Using LinkedIn

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**Meeting Link:** <https://zoom.us/j/94561308795?pwd=VGNkei9nbWtRallENklyaUhtaDBtdz09>

**Meeting ID:** 945 6130 8795; **Passcode:** 716822

**Telephone call-in number:** 1-646-876-9923

**Meeting schedule:**

- *Connecticut* – Thursday, December 17<sup>th</sup>, 1:00 p.m.
  - *Maine* – Monday December 21<sup>st</sup>, 9:00 a.m.
  - *New York* regions, as follows:–
    - Central, South Central, North Country 1 & 2: Thursday, December 17<sup>th</sup>, 9:00 a.m.
    - Capital, Mohawk Catskills and North Country 3: Tuesday, December 22<sup>nd</sup>, 9:00 a.m.
    - Western and Rochester: Monday, December 21<sup>st</sup>, 1:00 p.m.
  - *Pennsylvania* – Wednesday ,December 16<sup>th</sup>, 9:00 a.m.
  - *Vermont* – Wednesday, December 16<sup>th</sup>, 1:00 p.m.
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<b>AGENDA TOPICS</b>
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**1. Welcome and meeting introduction**

**2. Comments from A4TD Field Staff**

**3. Employer Guest Speaker:** \_\_\_\_\_

- **Job Search Skill Topic:** “Using LinkedIn”

NOTES: \_\_\_\_\_  
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## 5. Workplace Safety Video – Back Safety:

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## 6. Submitting your timesheet as a photo

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## 7. Parting Notes and Housekeeping Items

- **All A4TD Training Centers and offices will be closed** on New Year’s Day, Friday, January 1<sup>st</sup>, and on Monday, January 18<sup>th</sup> in observance of Martin Luther King Day. 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.***
- **A bit 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.
- (When opened) **You must be sure you are registered with your local Career Center / American Job Center / Department of Labor / One Stop office** and sign up for the WIOA program. This will allow you to use their resources for job hunting and to attend their workshops.
  - If you are job ready, you are also required to be looking for a job, and you must submit a completed Job Search Activity Log on a monthly basis. Please email, mail or fax it to your CMPA / RC / or RD.
- **Offsite training and supportive services** are available to you not only during your time in the SCSEP program, but also for up to a year after you exit the program IF you leave it for a job.

- Talk to your CMPA about any supportive services you believe would be helpful to you.
- **Reminder again re. 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.
- **Timesheet Reminder:**
  - When recording the Network to Work meeting information on your timesheet:
    - In the “# of Hours at Host Agency” column, **enter TWO hours less than your regular schedule;**
    - In the “# of Hours at Offsite Training” column, **enter TWO hours. (Note: this is a change from what was said last month);**
    - 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](mailto:suggestions@a4td.org); we value your feedback!

## 8. Conclusion of the Meeting

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

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**How can the A4TD staff help you?**