

Network to Work Meeting

Participant Agenda - January 2021 – 90 minutes

Topic: Protecting your Privacy & Identity when Using Social Media

Meeting Link: <https://zoom.us/j/94561308795?pwd=VGNkei9nbWtRallENkIyaUhtaDBtdz09>

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

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

Meeting schedule:

- *New York - Western and Rochester*, Tuesday, January 12th, 9:00 a.m.
- *Connecticut* – Tuesday, January 12th, 1:00 p.m.
- *Vermont* – Wednesday, January 13th, 1:00 p.m.
- *New York - Capital, Mohawk Catskills & North Country 4*: Tuesday, January 19th, 9:00
- *Pennsylvania* – Wednesday, January 20th, 9:00 a.m.
- *Maine* – Wednesday, January 20th, 1:00 p.m.
- *New York South Central, North Country 1, 2 & 3*: Thursday, January 21st, 1:00 p.m.

AGENDA TOPICS

- | | |
|--|----------------|
| 1. Welcome and Opening Remarks | 15 min. |
| 2. Comments from A4TD Field Staff | 5 min. |
| 3. Employer Guest Speaker | 25 min. |

- **Job Readiness Skill Topic:** “Protecting Your Privacy and Identity When Using Social Media ”

NOTES: _____

4. Job Readiness Topic - Presentation & Discussion: Protecting your Privacy and Identity when Using Social Media **20 min.**

- See Resource Documents #1 and #2

NOTES:

5. Workplace Safety Video – Eye Safety **5min.**

NOTES:

6. Tips for Effectiveness when Training from Home **10 min.**

- See Resource Document #3

NOTES:

7. Parting Notes and Housekeeping Items

5 min.

- **All A4TD Training Centers and offices will be closed** on Monday, January 18th in observance of Martin Luther King Day and on Monday, February 15th in observance of President's 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.***
- **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.
 - 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?**
 - We recommend you begin as soon as you enter the program.
 - We require that you begin 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.*

- **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; we value your feedback!

8. Conclusion of the Meeting

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

How can the A4TD staff help you?