

Network to Work Meeting

Participant Agenda - February 2021 – 90 minutes

Topic: Highlighting your Skills and Abilities in your Resume

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, February 9th, 9:00 a.m.
- *Vermont* – Wednesday, February 10th, 1:00 p.m.
- *Connecticut* – Thursday, February 11th, 1:00 p.m.
- *New York - Capital, Mohawk Catskills & North Country 4*: Tuesday, February 16th, 9:00 a.m.
- *Pennsylvania* – Wednesday, February 17th, 9:00 a.m.
- *Maine* – Wednesday, February 17th, 1:00 p.m.
- *New York South Central, North Country 1, 2 & 3*: Thursday, February 18th, 9:00 a.m.

AGENDA TOPICS

- | | |
|--|----------------|
| 1. Welcome and Opening Remarks | 15 min. |
| 2. Comments from A4TD Field Staff | 10 min. |

“Each year SCSEP participants in the United States are sent a Customer Satisfaction Survey by a company called Charter Oak, which administers the survey for the US Dept. of Labor. This year the surveys are expected to be sent out around the beginning of April and you may be selected to receive a survey. You can also expect to receive a pre-survey letter from Associates for Training and Development in advance of the survey.”

Here are some things to know and consider:

1. *The survey gives all participants an **OPPORTUNITY** to reflect and tell Congress and the United States Dept. of Labor why the Senior Community Service Employment Program is important and how it has helped you - in essence, for you to be able to give feedback about the program to help make it better.*
2. *Your feedback is vital and greatly valued. Therefore, it is very important that you take the time to complete the survey and return it to The Charter Oak Group in the addressed and stamped envelope that is provided with the survey.*
3. *The surveys are private and confidential and will not be used in any way that identifies the respondents. No one will see any individual responses. Results will be reported out without any identifying information about the person who completed the survey.*
4. *If you have any questions about the survey, please ask your A4TD Regional Coordinator or Regional Director.”*

NOTES: _____

3. Employer Guest Speaker

25 min.

- **Topic:** Resume Writing

NOTES: _____

4. Job Readiness Topic - Presenting your Best Self: Highlighting your Skills and Abilities in your Resume **20 min.**

- See Resource Document

NOTES: _____

5. Workplace Safety Video – Fire Extinguisher Training **5min.**

NOTES:

6. Employment Portfolio **10 min.**

NOTES:

7. Parting Notes and Housekeeping Items **5 min.**

- **All A4TD Training Centers and offices will be closed** 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.***
- When we do your recertification of program eligibility in 2021, we will not be able to use your Form 1040 as proof of your income.

- 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.

- **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.

- **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.**
 - 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?