

Network to Work Meeting

Participant Agenda - March 2021 – 90 minutes

Topic: Cover Letters

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:

- | | |
|--|---|
| • <i>New York - Western and Rochester,</i> | Tuesday, March 9 th , 9:00 a.m. |
| • <i>Vermont –</i> | Wednesday, March 10 th , 1:00 p.m. |
| • <i>Connecticut –</i> | Thursday, March 11 th , 1:00 p.m. |
| • <i>NY Capital, Mohawk Catskills & North Country 4:</i> | Tuesday, March 16 th , 9:00 a.m. |
| • <i>Pennsylvania –</i> | Wednesday, March 17 th , 9:00 a.m. |
| • <i>Maine –</i> | Wednesday, March 17 th , 1:00 p.m. |
| • <i>New York South Central, North Country 1, 2 & 3:</i> | Thursday, March 18 th , 9:00 a.m. |

AGENDA TOPICS

1. Welcome and Opening Remarks **10 min.**

2. Comments from A4TD Field Staff **10 min.**

NOTES: _____

3. Introduction to the Job Readiness Topic – *Cover Letters*

5 min.

NOTES: _____

4. Employer Guest Speaker – Topic – Cover Letters

25 min.

NOTES: _____

5. Job Readiness Topic – *How to Write a Good Cover Letter*

20 min.

- See Resource Document and Activity handout

NOTES: _____

6. Workplace Safety Video – Protecting your Health and Safety

5min.

NOTES: _____

7. Employment Portfolio

10 min.

NOTES:

8. Parting Notes and Housekeeping Items

5 min.

- 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.
- We are sure that there are many individuals in the community who would be grateful to know about the remote training opportunities offered by A4TD and the SCSEP program. So, we ask you please to spread the word about SCSEP with people you know.
 - Anyone who wants to know more about SCSEP is invited to attend our **monthly orientation sessions**. They are held on the last Wednesday of every month at 9:00 a.m. The meetings are held on Zoom; go to zoom.us, click on “Join a Meeting” and enter the **Meeting ID** which is **957-4050-0177**. Individuals may also join by - by calling **1-646-876-9923**.
- The April meeting date is _____.
- Timesheet Reminder: When recording the Network to Work meeting information on your timesheet:
 - 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 2 hours**.
 - In the “Explanation of Offsite Training Activities column”, write “Network to Work meeting”.
 - You can’t train more than 8 hours on any 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!

9. Conclusion of the Meeting

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

How can the A4TD staff help you?