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### 3. Housekeeping Items

5 min.

- **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.**

- **Don't forget we are enrolling, so spread the word about SCSEP** to 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. (The log-in information is on your participant agenda).

- ([zoom.us](https://zoom.us); click on "Join a Meeting"; enter the **Meeting ID - 959-0837-0915**.

OR, call **1-646-876-9923**.)

- A recording of this orientation session is online for anyone who wishes to see it but is unable to attend our live sessions. Here is the link: [https://youtu.be/Qgb\\_-AYqZAO](https://youtu.be/Qgb_-AYqZAO)

- **The August Network to Work meeting date is \_\_\_\_\_.**

**4. Workplace Safety Video - Inspect your Workplace to Prevent Accidents** **5min.**

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**5. Job Readiness Topic – Preparing for a Job Interview** **25 min.**

- See Resource Document

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**6. Employer Guest Speaker – Topic – \_\_\_\_\_** **25 min.**

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