

3. Housekeeping Items

5 min.

- **All A4TD Training Centers will be closed on Monday, September 6th** in observance of Labor Day. Your Host Agency will likely also be closed on that day. 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.
- **You must notify your local A4TD training center staff / Case Management Participant Assistant:**
 - 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 your supervisor.
- **The September Network to Work meeting date is _____.**

4. Workplace Safety Video – Safety – A Waste of Time? Safety Meetings & Hazard Awareness

5min.

NOTES:

5. Job Readiness Topic – *Following Up*

25 min.

- See Resource Document

NOTES:

6. Employer Guest Speaker – Topic – Following Up, or: _____

25 min.

NOTES: _____

7. Conclusion of the Meeting

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

- **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.**

How can the A4TD staff help you?