

3. Housekeeping Items

5 min.

- All A4TD Training Centers will be closed on Monday, October 11th in observance of Indigenous People’s Day / Columbus Day. Your Host Agency may 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.
- 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 **959-0837-0915**. Individuals may also join by - by calling **1-646-876-9923**.

A recording of this presentation is online for anyone who wishes to see it but is unable to attend our live sessions. Here is the link: https://youtu.be/Qqb_-AYqZAo

The October meeting date is _____.

4. Workplace Safety Video – Watch Out! Hazards! Prevent Slips, Trips and Falls

5min.

NOTES:

5. Job Readiness Topic – *Employability Skills*

25 min.

- See Resource Document

“What does the term “employability skills” mean to you?”

“Put in the chat one skill that you think is needed for most any job?”

6. Employer Guest Speaker – Topic – *Employability Skills*, or: _____

25 min.

NOTES: _____

7. A Bit about SCSEP

5 min.

8. 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?