

3. Housekeeping Items

5 min.

- **All A4TD Training Centers will be closed on Thursday, November 11th** in observance of Veteran’s Day, and on **Thursday and Friday, November 25th and 26th**, in observance of Thanksgiving. 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**.
- If you are training at your host agency and are asked to train more hours or at different times than what is listed on your Training Assignment Description, please notify your CMPA or A4TD staff person immediately.
- **Financial items:**
 - Direct deposit of your paychecks but it is strongly encouraged. Your alternative is to receive your training wages via a pay card.
 - Pay will be delayed if timesheets are not received on time.
 - Remember we re-verify program eligibility (including income) annually
 - You can update your W4 information at any time – please ask for a new form from SCSEP staff if needed.
- 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 November meeting date is _____.

4. Workplace Safety Video – *You are a Safety Leader*

5 min.

NOTES:

5. Job Readiness Topic – *Workplace Etiquette*

25 min.

- See Resource Document
 - ““What is Workplace Etiquette?” “How has it changed during the pandemic?”

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?