

Network to Work Meeting

Participant Agenda - August 2022 – 90 minutes

Topic: Employability Skills – Building Teamwork

- **To join by Computer via a direct link on your Computer or other device:**
Meeting Link: <https://zoom.us/j/91338317857?pwd=REcvK2xVNHBjQXNHbHp1M2duSUp0Zz09>
Meeting ID: 913 3831 7857 **Passcode:** 902219

- **To join via the Zoom website:**
 Go to www.zoom.us; click on “Join a Meeting”; enter the Meeting ID and Passcode
Meeting ID: 913 3831 7857 **Passcode:** 902219

- **To join by Telephone:**
Telephone call-in number: 1-646-876-9923 **Access code:** 902219
(This Zoom number is the best choice if you need to access by telephone.)

Toll-Free telephone call-in number: 1-844-801-6666; Access code: 758393

USE ONLY IF YOU DO NOT HAVE AN UNLIMITED LONG DISTANCE CALLING PHONE PLAN.
(This isn't connected to Zoom so the sound quality is poor and it is very difficult to unmute to share thoughts and questions.)

Meeting schedule:

- | | | |
|--|------------------------------------|-----------|
| • Connecticut – | Thursday, August 11 th | 1:00 p.m. |
| • New York – Capital, Central 2, NC 1 - | Tuesday, August 23 rd | 1:00 p.m. |
| • New York - South Central, Central 1, NC 2 & 3- | Thursday, August 18 th | 9:00 a.m. |
| • New York - Western and Rochester - | Wednesday, August 24 th | 9:00 a.m. |
| • Maine – | Wednesday, August 17 th | 1:00 p.m. |
| • Pennsylvania – | Wednesday, August 17 th | 9:00 a.m. |
| • Vermont & NY North Country 4 – | Wednesday, August 10 th | 1:00 p.m. |

AGENDA TOPICS

1. Welcome and Opening Remarks **5 min.**

2. Comments from A4TD Field Staff and Participant Sharing **5 min.**

NOTES: _____

3. Workplace Safety Video – Safety Meeting & Hazard Awareness **5 min.**

NOTES: _____

4. A4TD Housekeeping Items **5 min.**



- **All A4TD Training Centers will be closed on Monday, September 5th** 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 KnowledgeWave Learning Site (KLS) is a virtual computer training program that many participants are currently using. Participating in the training will help you to learn valuable computer skills in Microsoft Office software that will assist you to be competitive for open employment opportunities. The expectation is that all participants will participate in KLS during their time in SCSEP. Please talk with your Training Center staff for more information about how it can help you.

- **Don't forget we are enrolling, so spread the word about SCSEP** to people you know. Anyone who wants to know more about SCSEP can view an online recording of one of our orientation sessions. Here is the link: <https://youtu.be/Qgb -AYqZAo>
- **The September Network to Work 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.**

| | | |
|--|------------------------|--------|
|  | 5 MINUTE STRETCH BREAK | 5 min. |
|--|------------------------|--------|

5. Job Readiness Topic – Employability Skills – Building Teamwork 35 min.

- See Resource Document
- Part 1 – Brief Introduction to the topic (2 minutes)
- Part 2 – Brief Q & A and Discussion of Teamwork (5 minutes)
- Part 3 – Brief Activity – Interpreting a Workplace Scenario (10 minutes)
 - **Scenario:**
“You (Dana) have been working on a project with a co-worker (Fran) for a month. You feel that it would be helpful to consult with your boss (Morgan) to get some more information. So far Fran hasn't thought that was necessary. After your last discussion on the topic, Fran sent you an email saying, “Do whatever you feel is best; I don't care.”
- Part 4 – Discussion – Engaging with Best Intentions (20 minutes)

NOTES: _____
