

Network to Work Meeting

Participant Agenda - October 2022 – 90 minutes

Topic: Resumes and Cover Letters

- **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, October 13 th | 1:00 p.m. |
| • New York – Capital, Central 2, NC 1 - | Tuesday, October 25 th | 1:00 p.m. |
| • New York - South Central, Central 1, NC 2 & 3- | Thursday, October 20 th | 9:00 a.m. |
| • New York - Western and Rochester - | Wednesday, October 26 th | 9:00 a.m. |
| • Maine – | Wednesday, October 19 th | 1:00 p.m. |
| • Pennsylvania – | Wednesday, October 19 th | 9:00 a.m. |
| • Vermont & NY North Country 4 – | Wednesday, October 12 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 – *Sleep Loss Effects on Workplace Safety* **5 min.**

NOTES: _____

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

- **All A4TD Training Centers will be closed on Friday, November 11th** in observance of Veteran’s Day, and on **Thursday and Friday, November 24th and 25th**, 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. (Remember, there is a limit to the number of hours you may train at your host agency.)
- **Financial items:**
 - Direct deposit of your paychecks isn’t required 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. Timesheets are due no later than the close of business on the 2nd Friday of a payroll cycle. However, if you train on Saturday, then you should submit your timesheet on Saturday after you complete your training.
 - If you are submitting your timesheet by fax, be sure to check the transmission report to be sure it was sent without any errors. If it says “Check readability of transmitted page”, then re-send it.

- 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.
- 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 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.
 - 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 – Resumes and Cover Letters 35 min.

- Q & A and Discussion
- Videos
 - Video – “Ways to Optimize your Resume”;
<https://www.youtube.com/watch?v=v65CU4pXTbc>

START at 14:45. STOP at 22:00. (7 min, 15 seconds)

- “Top 4 Skills for your Resume”, an Indeed Job Cast video
<https://youtu.be/JVQ7RAR83ag> (7 min, 40 sec.)
- Video – “How to Write a Cover Letter: Top 3 Tips, Format & Examples”,
<https://www.youtube.com/watch?v=EcFor9Jo00A> (12 min, 38 seconds)

- See Resource Document

NOTES: _____

6. Employer Guest Speaker – Topic – Resumes and Cover Letters **25 min.**

NOTES: _____

7. Conclusion of the Meeting

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