

Network to Work Meeting

Participant Agenda - November 2022 – 90 minutes

Topic: Workplace Safety & Wellness; and Employment Portfolios

- **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, November 10 th | 1:00 p.m. |
| • New York – Capital, Central 2, NC 1 - | Tuesday, November 22 nd | 1:00 p.m. |
| • New York - South Central, Central 1, NC 2 & 3 - | Thursday, November 17 th | 9:00 a.m. |
| • New York - Western and Rochester - | Wednesday, November 23 rd | 9:00 a.m. |
| • Maine - | Wednesday, November 16 th | 1:00 p.m. |
| • Pennsylvania - | Wednesday, November 16 th | 9:00 a.m. |
| • Vermont & NY North Country 4 - | Wednesday, November 9 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. A Bit about SCSEP **5 min.**

1. What is SCSEP?
2. What does "SCSEP" stand for?
3. Who administers the SCSEP program?
4. What is the objective of the SCSEP program?
5. What's your goal as a SCSEP participant?
6. What can you do to help others in need?

NOTES: _____

4. Workplace Safety Video – *Mike Rowe on Safety Third* **5 min.**

NOTES: _____

5. A4TD Housekeeping Items

5 min.

- **All A4TD Training Centers will be closed on Friday, November 11th** in observance of Veteran’s Day, **Thursday and Friday, November 24th and 25th**, in observance of Thanksgiving, and on **Monday, December 26th** in observance of Christmas 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**.
- **What other training is available to you?”**
 - Besides the training at your Host Agency, there are many other training opportunities available to you including computer training, adult basic education, and other opportunities that match your job goal. Please discuss training options with your Case Management Participant Assistant.
- **“What are your responsibilities with regard to job hunting?”**
 - Participants in the SCSEP program must search for employment. Use multiple sources for your job search including online resources, newspapers and other business publications, word of mouth, etc.
 - You must also register with the One Stop Career Resource Center (American Job Centers, Career Center, Department of Labor) and use its resources during your job search. Look for workshops that will benefit you.
 - You must give A4TD’s SCSEP staff details of your job search so they can follow up with prospective employment leads.
 - Once you are proficient in 75% of the tasks in your Individual Employment Plan (IEP), you need to complete a monthly Job Search Activity Log where you will document your job search efforts. The log should be submitted at these monthly Network to Work meetings.
- **Supportive services are available** to you during your time in SCSEP and also for a 6-month period after you exit SCSEP *if you exit for a job*. Talk to your CMPA about your needs, interests, and what might be helpful to 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 December 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.

6. Job Readiness Topic – Part 1: Workplace Safety & Wellness **30 min.**

- PART 1 – Workplace Safety Introduction and Q & A (5 min)
- PART 2 – Workplace Safety Discussion. *(See Resource Document sections 1 and 2)* (15 min)

NOTES: _____
