

Network to Work Meeting

Participant Agenda - December 2022 – 90 minutes

Topic: Email Literacy, Etiquette and Safety

- **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, December 8 th | 1:00 p.m. |
| • New York – Capital, Central 2, NC 1 - | Tuesday, December 27 th | 1:00 p.m. |
| • New York - South Central, Central 1, NC 2 & 3 - | Thursday, December 15 th | 9:00 a.m. |
| • New York - Western and Rochester - | Wednesday, December 28 th | 9:00 a.m. |
| • Maine - | Wednesday, December 21 st | 1:00 p.m. |
| • Pennsylvania - | Wednesday, December 21 st | 9:00 a.m. |
| • Vermont & NY North Country 4 - | Wednesday, December 14 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 – Back Safety – The Low 5s **5 min.**

NOTES: _____

4. A4TD Housekeeping Items **10 min.**

- **All A4TD Training Centers will be closed on Monday, December 26th** in observance of Christmas Day and **Monday, January 2nd** in celebration of the New Year. 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 should you do if you will not be training at your host agency for more than 5 consecutively-scheduled training days?”**
 - If you plan to be absent for more than 5 consecutive scheduled training days, you must ask your CMPA or local A4TD staff person for a Leave of Absence, preferably in writing. A leave of absence will only be granted for health / sickness or family care reasons. Leaves of Absence are not guaranteed, requests should be limited in number and frequency, and the length should be as short as possible. If you have personal questions regarding this, please ask your SCSEP staff person.

- **What should you do if you are sick or unable to train on a scheduled day?**
 - Contact both your training site and your local SCSEP staff person if you are unable to train on a scheduled day. With approval from your CMPA or local A4TD staff AND your host

agency supervisor, you may make up missed hours during the same pay period. Likewise, if your training site closes, you may make up missed hours during the same pay period.

○ **Worker's Compensation Insurance.**

- All A4TD SCSEP participants are covered under A4TD's workers comp. insurance plan if they are injured while training. If injured, please make sure your Host Agency Supervisor is aware of all of the circumstances. It is the participant's and the host site supervisor's responsibility to call local A4TD staff immediately if an accident occurs, once the participant's safety has been assured.

○ **Starting in January 2023 we will begin holding our Network to Work meetings in person. This is a return to our normal pre-pandemic practice. These will be smaller meetings held locally to your Mature Worker Resource Center. Your A4TD staff person will provide you with more information about your particular meeting day, time and location.**

○ **Please help 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

○ **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.
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- 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 – *Email Literacy, Etiquette and Safety*

30 min.

- Email slideshow – presentation and discussion
 - See Slideshow handout
- Video – “*Understanding Spam and Phishing*”, <https://youtu.be/NI37JI7KnSc>

NOTES: _____

6. Employer Guest Speaker – Topic: _____

25 min.

NOTES: _____

7. Conclusion of the Meeting

5 min.

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