

Network to Work Meeting

Participant Agenda – August 2023 – 2 hours

Topic: Cover Letters

AGENDA TOPICS

A. Welcome and Introductions / Icebreaker **20 min.**

Where is your favorite August location? Lake, Beach, Pool, or inside in the AC?

B. Comments from A4TD Field Staff and Participant Sharing **10 min.**

NOTES: _____

1. C. Workplace Safety Video – Topic: "Safety: A Waste of Time?" (3:14)

- Video Link: <https://www.youtube.com/watch?v=FkkwG4t7gBU>

NOTES: _____

D. A4TD Housekeeping Items

10 min.

1. A4TD Offices are closed Monday, September 4th 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.
2. Program Reminders:

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/Qqb_-AYqZAo

3. (Optional, depending on timing): **A bit more about SCSEP and A4TD:** (Review the following with participants) -
 - They are participants in the Senior Community Service Program (SCSEP), which is a state and federally funded jobs training program.
 - Associates for Training and Development is one of 19 organizations in the country that receives federal funds to administer the program.
 - The primary objective of the program is to help older workers receive training that leads to employment. It is a transitional training program. Thus the participant's goal should be to enroll in the program, receive training, and then find employment. We cannot help others in need unless current participants find jobs and leave the program.
4. **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**. **(See Slide 9)**

- 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>

5. The September meeting date is: _____ (See Slide 10)

6. Timesheet Reminder: When recording the Network to Work meeting information on your timesheet:

- In the “# of Hours at Host Agency” column, **enter 4 hours less than your regular schedule;**
- In the “# of Hours at Offsite Training” column, **enter FOUR 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.
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E. Employer Guest Speaker – **Topic Name:** _____ **25 min.**

NOTES: _____

F. Job Readiness Topic – Cover Letters

45 min.

1. Follow up from last month’s meeting.

2. Presentation of Job Readiness Material
 - Part 1 – Setting the Stage Q & A : *Do you think you really need to write a cover letter when you have a great resume? Do you think they get read?*
 - | Video (1:55) “**How to Write a Cover Letter**”
https://www.youtube.com/watch?v=hrZSfMly_Ck

NOTES: _____

Part 2 – Discussion of the Resource Documents:

“Cover Letters” (A4TD doc)

“Resource 2: Cover Letter Template Courtesy of CareerOneStop,”

“Resource 3: Cover Letter Template Courtesy of Indeed.com”

- Deepen your Understanding:
 1. Use these tips to draft a cover letter.
 2. Visit the local Job Center for free resume/cover letter help: Job Center Address:

 3. Be sure to give us your updated cover letter for your job portfolio

NOTES: _____

G. Conclusion of the Meeting

5 min.

- Share one key point you learned or are taking away from this meeting.
- Reminder, the August meeting date is:

