

# Network to Work Meeting

Participant Agenda - January 2023 – 2 hours

**Topic: Networking & the Job Search**

<b>AGENDA TOPICS</b>
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**1. Welcome and Introductions** **20 min.**

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

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**3. Workplace Safety Video – Eye Safety – The 20/20/20 rule** **5 min.**

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

- **All A4TD Training Centers will be closed on Monday, January 16<sup>th</sup>** in observance of Martin Luther King 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*.
  
- **This monthly Network to Work meeting is required as part of your training.** Attendance is mandatory unless an emergency situation arises or you are ill. These meetings help build your

job search and professional skills, giving you the tools to conduct an effective job search. Notify your A4TD staff person before the meeting if you are unable to attend.

- **The A4TD Grievance procedure is as follows.** The goal is to resolve complaints at the lowest possible level. Please see your Participant Orientation Handbook for more information.
  - Discussion with supervisor (CMPA)
  - If unresolved at level one, written complaint to Program Management.
  - If unresolved at level two, written complaint to Executive Mgt.
  - Complaints to be filed within 10 days of incident or grievance decision.
  - Full details in Participant Handbook (available on A4TD website).
  
- **These activities are prohibited at your training site.** Please inform local staff if you feel your rights are being violated.
  - The unlawful use, distribution, possession, manufacture, or being under the influence of drugs or alcohol.
  - Harassment (verbal or physical conduct) on the basis of any protected characteristic that creates an intimidating, hostile or offensive work environment.
  - Lobbying or engaging in partisan or nonpartisan political activity.
  
- **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](https://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](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 **FOUR** 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.



**6. Employer Guest Speaker – Topic: \_\_\_\_\_ 25 min.**

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**7. Conclusion of the Meeting 5 min.**

- Share one key point you learned or are taking away from this meeting.
- The February meeting date is:

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