

Network to Work Meeting

Participant Agenda – March 2023– 2 hours

Topic: Preparing for a Job Interview

AGENDA TOPICS

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

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

NOTES: _____

C. Workplace Safety Video – *Illness Prevention* **5 min.**

<https://www.youtube.com/watch?v=pJSNdvIZCWA>

NOTES: _____

D. A4TD Housekeeping Items **10 min.**

1. Associates for Training and Development will follow up with you each quarter for a period of 15 months after you leave the program to check on your status and to help you get or maintain a job.
2. If you are asked by your host agency to do any tasks or duties that are not outlined in your IEP or Training Assignment Description, please notify your local A4TD staff immediately.

3. Remember, you are not allowed to drive your vehicle or a Host Agency vehicle as part of your training assignment. If you are asked to drive, please notify your local A4TD staff immediately.
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**.
 - 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 **April meeting** date is: _____
6. **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.
 - Remember to print your name and host agency on the top line of the timesheet.



5 MINUTE STRETCH BREAK

5 min.

E. Job Readiness Topic – *Preparing for a Job Interview* **45 min.**

1. Follow up from last month’s meeting.
2. Presentation of Job Readiness Material
 - Part 1 – Setting the Stage - Q & A
 - Part 2 – Review & Discussion of the Resource Document, PT. 1, “*Preparing for a Job Interview*”
 - Part 3 – Review & Discussion of the Resource Document, PT. 2, “*Think Before you Speak*”
 - Deepen your Understanding:
 - During the next month please:
 - Read / review the entire Resource document.

- From the section on interview questions to expect, select two questions that you feel may be challenging for you to answer. Prepare two solid answers to these questions.
- We will follow up on this during the April meeting.

NOTES: _____

F. Employer Guest Speaker – Preparing for a Job Interview: _____ 25 min.

NOTES: _____

G. Conclusion of the Meeting 5 min.

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