

# Network to Work Meeting

## Participant Agenda – May 2023– 2 hours

### Topic: Successful Career Reinvention

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

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

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**C. Workplace Safety Video – Top Ten Hazard Blind Spots** **5 min.**

<https://www.youtube.com/watch?v=d7ucHKI5dr8>

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

1. **All A4TD Training Centers will be closed on Monday, May 29<sup>th</sup>** in observance of **Memorial Day** and on **Monday, June 19<sup>th</sup>** in observance of **Juneteenth**. Your Host Agency may also be closed on those days. 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. Job Searching:

- SCSEP participants are required to register with your local Department of Labor / Career Center / American Job Center and to use it for your job search. Please provide your user ID to your CMPA.
- You should be in the habit of regularly searching for a job. This is required of those of you who are job ready. Remember you must complete and turn in your Job Search Activity Log (JSAL) each month. Please give it to your CMPA or your A4TD professional staff contact.

## 3. 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.

- If you have a current need for assistance in paying for items such as glasses, dentures, uniforms, shoes and other items needed in order to train or secure a job, please let us know as soon as possible as A4TD may have some funds available to help you.

## 4. (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.

## 5. 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)

## 6. The June meeting date is: \_\_\_\_\_

## 7. 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 – *Successful Career Reinvention***

**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 / Discuss the Resource Document, section 1, “*Tips for Successful Career Reinvention*”
  - Part 2 – Review / Discuss the Resource Document, section 2, “*What Is Important to you?*”
  - **Deepen your Understanding:**

If your career has been focused on what you “*can*” do instead of what you “*want*” to do, career reinvention invites you to think outside the box. Think about the hidden skills and talents you may have acquired through work, your personal life, or even volunteering. What natural talents did you have as a child? What made you stand out? What did you enjoy doing? There is no wrong answer! Think creatively and open yourself up to the possibilities!

    - During the next month please:
      - Think about the questions above and write down your thoughts without imposing any limitations on your answers. We will follow up on this during the June meeting.

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