

# Network to Work – Participant Guide

## April 2024

### Employability & Career Reinvention

Welcome! Don't Forget to Sign-In and turn in your JSAL & Cover Letter

Network to Work Lessons & Materials  
are on the Participant Portal at:  
**A4td.org / a4tdtraining**

#### Meeting Ground Rules:

- Silence your phones
- Maintain Confidentiality
- Listen to others
- Participate
- Use the Parking Lot

### Today's Agenda:

#### 1. Introductions:

- Tell us your **name** and **job goal** or **current training**.
- **Icebreaker Question:** What's one thing you've been procrastinating on and can't finish??

#### 2. Review Last Month:

- **Interviewing**
- You were asked to prepare answers to 5 common interview questions:
  - i. Tell me about yourself
  - ii. Where do you see yourself in 5 years?
  - iii. What is your greatest strength?
  - iv. What is your greatest weakness?
  - v. What are your salary expectations?

#### 3. This Month:

- **Employability & Career Reinvention:** We will watch a video and go over resources on page 3-6 to help you hone your skills to get and keep a job.
- **Your homework** will be to see if you can give an example of how you have demonstrated each of the skills found on pages 5 & 6.

#### 4. Celebrations!

- Please share your achievements: Classes taken, Training received, and Jobs!

#### 5. Programmatic Assurances:

- We must re-verify income annually. We strongly encourage direct deposit for your paycheck.
- You must notify your CMPA or RC if you are asked to train more hours or at different times than what is on your Training Assignment Description.
- Please wear your A4TD nametags and be an ambassador for our program. If you do not have a nametag, please see your RC!

#### 6. Workplace Safety Video:

- Link: <https://youtu.be/ZajCjslw6Q8?si=iZ5ZM4ESqI1J-AAT>
- FATAL STRUCK-BY ACCIDENTS - SAFETY TRAINING VIDEO - WALKING TO WORK: Getting hit by a vehicle at work is a common accident, and one that can be devastating! While some jobs are more dangerous than others, no matter what job you do, or where you work, you can get hit by a vehicle just walking to or from work.

#### 7. A4TD News:

- **Offsite Training** Options – Please see flyer on **page 7** of this packet
- **SCSEP Orientations** – Please see flyer on **page 8** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** None until May 27, 2024: Memorial Day.

#### 8. Timesheet Reminders:

- Names, Places, Dates, Signatures: All must be filled out!
- Do not forget to total in both the right hand column and at the bottom
- Offsite training must be explained with the name of the provider and the name of the course. *"30 minutes | GetSetup, New Member Orientation"*

#### 9. Next Meeting:

- \_\_\_\_\_ day, March \_\_\_\_\_, 2024 at \_\_\_\_\_

# EMPLOYABILITY VIDEO: HOW TO NOT GET FIRED!

<https://youtu.be/VJouxli89yE?si=vMKJHx8SYdMAwHMM>

By Kirk & Kim Duncan, 3 Key Elements

Are you in a new position at your job? Don't be too complacent. There may be some things that you should stop doing or you could lose your job. Here are 9 tips on how not to get fired.

1. **Honesty** – Be honest if you mess up
2. **Be teachable** – Ask your supervisor how you are doing
3. **Don't pretend you have skills you don't** – Don't fake it
4. **Ask Questions** – Get Clarification
5. **Learn about your company mission** – and its products & services
6. **Be early** – give yourself time to not be late!
7. **Keep Clean** – keep your desk and tools neat
8. **Work Hard & Efficiently** – Keep Lists & Calendar



If you have these skills, they are transferrable to any job.

If you do not have these skills **yet** we can help you get trained!

Complete the activity on the following page and speak with your RC or CMPA about additional training opportunities.

*The Power of Yet...*  
DEVELOP YOUR GROWTH MINDSET

I can't do this...yet!  
This doesn't work...yet!  
I don't know...yet!  
It doesn't make sense...yet!  
I'm not good at this...yet!  
I don't get this...yet!

WWW.INFINITEBALANCE.CO.UK

## Career Reinvention: Transferrable and Employability Skills Activity

Reinventing yourself for a career change can happen for many reasons – change in health, boredom, layoffs. Skills in one career can transfer to a new career. Once you list the skills you already have, you can see which new ones you will need to learn. It’s not as overwhelming as you might think!

Use your past jobs, volunteer experiences, and life skills – they all count!

For each skill below, see if you can give an example of how you have demonstrated that skill. If not, bring this sheet back to your RC or CMPA to inquire about additional trainings!

|   |  |
|---|--|
| <p><b>Reliable</b></p> <p><i>Can you think of a time when a boss or manager could count on you to do something extra/cover for another?</i></p> | <p><b>Example:</b></p> <ul style="list-style-type: none"> <li><i>I show up when scheduled or give as much notice as possible for appointments, jury duty, etc. and make sure to communicate when you I am unexpectedly ill.</i></li> </ul>   |
| <p><b>Problem-Solver</b></p> <p><i>Can you think of a time when there was a problem at work that you needed to solve?</i></p>                   | <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li><i>As a cashier I quickly devised a way to take orders when the point-of-sale (POS) system shut down in a power outage.</i></li> <li><i>As an office receptionist, I created a more efficient filing system.</i></li> </ul>   |
| <p><b>Teamwork</b></p> <p><i>Can you think of a time when you worked with other co-workers to accomplish something?</i></p>                     | <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li><i>As a waiter, I work under pressure with a team of bussers, cooks, and dishwashers, while tactfully maneuvering a range of personalities and interfacing with customers</i></li> <li><i>As a stock-clerk, I must work with many others to ensure the timely completion of inventory.</i></li> </ul> |

|  |  |
|--|--|
| <p><b>Good Communicator</b></p> <p><i>Can you think of a time when you clearly communicated an idea?</i></p>   | <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• <i>I am able to take notes, and ask clarifying questions in order to perform tasks.</i></li> <li>• <i>I communicate quickly when things go off schedule or not as expected in order to get back on track quickly and accurately.</i></li> </ul> |
| <p><b>Organized</b></p> <p><i>Can you think of a time when your organization helped you to do something more efficiently?</i></p>                                  | <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• <i>As a parent, I continually planned, scheduled, and juggled numerous responsibilities for a family</i></li> <li>• <i>As shift leader, I ensured the team understood safety, what they are doing, and stayed on task</i></li> </ul>            |
| <p><b>Takes Initiative</b></p> <p><i>Can you think of a time when you stepped up and did something for your boss or manager?</i></p>                               | <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• <i>I offer to help with closing duties without being asked.</i></li> <li>• <i>I notice and restock empty shelves before I am asked.</i></li> </ul>  |
| <p><b>Willing to Learn</b></p> <p><i>Can you think of a time when you didn't know something but went looking for the information or learned something new?</i></p> | <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• <i>I have taken classes in x, y, and z in order to improve those skills</i></li> </ul>  |



# job goal!



## Specialized Offsite Training



Funding for classes NOW  
Talk to your  
RC & CMPA today!

- 1
  - Personal Care Aid Certification
  - Phlebotomy Credential
  - Pharmacy Tech Credential
  - Certified Nursing Assistant Credential
 Health Care
- 2
  - ServSafe Food Handler or Managerial Certification
 Food Service
- 3
  - Customer Service Certification
 Customer Service
- 4
  - Administrative Assistant Certification
 Admin Assistant
- 5
  - Child Development Associate Certification
 Childcare

**All Training Tracks**

**Digital Literacy**

**A4TD Computer Mentors**  
One-on-one chromebook basics with a live A4TD participant-mentor

**GetSetUp**  
Online Platform with live instructor options as well as recorded classes with chat support.

**Tech4Tomorrow**  
Online real-time classes with live instructor.

**KLS**  
Independent online study with webinar support

**Local Classes**  
Tuition Support May Be Available  
Please talk to your RC

To Watch an Introduction Video: [https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L\\_846C](https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L_846C)

## Stay Connected:

### 1. Visit the Participant Portal:

Go to [A4TD.org](https://A4TD.org) and click on this symbol  Sign in as `a4tdtraining` (all lowercase, all one word)

### 2. Follow and Like A4TD on Facebook & LinkedIn:



### 3. Share the SCSEP Program with Friends & Family:



**Webinar**  
**SCSEP ONLINE ORIENTATION SESSION**

*Senior Community Service Employment Program (SCSEP) - A federally funded jobs training program specifically designed for older job seekers*

**A4TD** ADVANCING WORKFORCE  
DEVELOPMENT FOR  
MATURE WORKERS  
ASSOCIATES FOR TRAINING & DEVELOPMENT SINCE 1983



 Every last Wednesday of the month

 9:00am - 10:15am

- ✓ Learn how to earn wages while developing new job skills
- ✓ Find out about participant eligibility requirements
- ✓ Meet some of our amazing staff

**Join us on Zoom**  
<https://zoom.us/join>  
Meeting ID: 895 3712 4962

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Questions? Contact us

 [www.a4td.org](https://www.a4td.org)

(800) 439 - 3307   
info@a4td.org 