

Network to Work – Participant Guide

September 2023

Confidence Building

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

July 2023: Resumes for Mature Workers

August 2023: Cover Letters

September 2023: Confidence Building

October 2023: Professionalism

Meeting Ground Rules:

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

Introductions:

- Tell us your **name** and **job goal**.
- Are you a person that prefers Autumn, Winter, Spring, or Summer? Why?

Definitions:

- **Confidence:** Having trust in your abilities and skills
- **Work Ethic:** Attitude of dedication and responsibility towards one's job
- **Lifelong Learner:** Always willing to learn and develop new skills

Confidence Quiz:

There are things in my past that I am ashamed of

- A. Many, I don't talk about my past
- B. Yes, but they are not my fault
- C. Of course, but I have learned from each one

How do you react when you make mistakes?

- A. You feel as if you are stupid/ should have known better.
- B. A little embarrassed or upset, but you get over it after a while.
- C. You learn from the situation and move on.

When it comes to training at the host agency, how often do you feel as if you can add something positive?

- A. Never
- B. Sometimes
- C. Always

I have learned _____ new skills this year

- A. None, I'm very experienced
- B. One or Two
- C. Many, there is always something to learn

I care what other people think...

- A. Always
- B. Sometimes
- C. Never

Scoring:

- If you've circled more A answers, your self-confidence is low
- If you've circled more B answers, your self-confidence goes back and forth
- If you've circled more C answers, your self-confidence is high

Video:

(6:35) Les Brown on Self-Confidence and Perseverance through hard times
<https://www.youtube.com/watch?v=gMWXMMUg5pI>

Notes: _____

Seven Strategies to Become More Confident:

1. Be honest about your past

Let go of striving to be perfect. It is ok to be human, it is ok to be flawed. It is more important to be honest and upfront with a potential employer about anything that may appear on a background check. Be honest with yourself as well. Things in your past that “got in your way” or “happened to you” have also made you more experienced. Accept them, move forward, and...

2. Forgive yourself

Try to say, “What happened doesn’t matter. What matters is what happens NEXT.” What is your next? Forgive yourself and be the person you want to be now.

3. Celebrate your strengths

Give yourself credit for overcoming obstacles and continuing to grow. Celebrate the things you were already good at, and...

4. Appreciate your new skills

Keep a list of the new workplace skills that you learn during your training, and appreciate your achievement.

5. Stay Calm & Smile

No one has all the answers. There is far more strength in saying, “I don’t know” than in pretending to have all the answers. It is a journey. Enjoy the journey and...

6. Strive to keep learning

Put yourself in new situations, ask questions, look for new teachers and mentors, and seek out new learning!

7. Practice Gratitude

Reminding yourself of all the things you are thankful for will keep your confidence up. THINGS TO TRY:

- Keep a gratitude journal
- Say, “I get to...” in place of, “I have to...”
- Hug someone important to you
- Write a Thank You note to yourself
- Pay it Forward

Activity:

- On one post-it, write something that you are thankful for.
- On the other post-it, write something new that you want to learn for training or work.

Post them on the wall and read the other responses

Guest Speaker

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Housekeeping

Our Next Meeting is October _____, 2023 at _____

A4TD offices are closed Monday, October 9, 2023 for the Federal Holiday

Time Sheet Reminders:

1. In the “# of Hours at Host agency” column, enter 4 hours less than your regular schedule
2. In the “# of hours at Offsite Training” column, enter four hours
3. In the “Explanation of offsite training activities” column, write “Network To Work”

*You cannot train more than 8 hours on any day, including a network to work day

*Always remember to print your name and host agency at the top of your timesheet

Survey

You may be selected to complete a survey, and we appreciate your willingness in advance. Participant surveys will be by mail.

- The survey responses are confidential. The completed surveys will be returned to The Charter Oak Group in a postage-paid, self-addressed envelope.
- No one will see any individual responses.
- The responses will be used to help make the program better.
- Think about what the program and A4TD has done to help you. It is very important to A4TD that everyone complete the survey.

Safety Video

Your safety is important to us. Remember to let us know as soon as possible if you are injured at your training site. Here is a link to today’s short video:

https://www.youtube.com/watch?v=wd_pvOpDQQg

Celebrations

Three Questions about SCSEP

Stay Connected

Go to A4TD.org and click on this symbol  Sign in as a4tdtraining (all lowercase, all one word)

Follow and Like A4TD on Facebook & LinkedIn



SCSEP Orientation

**Are you a job seeker age 55+?
We are looking for you!**

The Senior Community Service Employment Program (SCSEP) provides **part time paid jobs training** at local nonprofits that helps people gain unsubsidized employment.

We will answer questions and
help you complete an application on the spot!

All are welcome

Last Wednesday of each month at 9am (SEPTEMBER 27, 2023)

The Zoom Meeting ID is 895 3712 4962

www.a4td.org / info@a4td.org

Can't make it? Contact us to learn more!

www.a4td.org / info@a4td.org LOCAL PHONE # / 800.439.3307

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