

Network to Work Meeting

Participant Agenda – July 2023 – 2 hours

Topic: Resumes

AGENDA TOPICS

A. Welcome and Introductions / Icebreaker **20 min.**
What TV Show title best describes your life today?

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

NOTES: _____

1. C. Workplace Safety Video – Topic: “Quick Inspections” (2:43)

- Video Link: <https://www.youtube.com/watch?v=q0Rk-elzsuk>

5 min.

NOTES: _____

D. A4TD Housekeeping Items

10 min.

1. After July 4, offices are open for the summer! Our next closure is Monday, September 4th in observance of Labor Day
2. Program Reminders:
 - **This monthly Network to Work meeting is required as part of your training** 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.
 - Level 1: Discussion with supervisor (CMPA or Coordinator / Director)
 - Level 2: If unresolved at level one, written complaint to A4TD Program Management.
 - Level 3: If unresolved at level two, written complaint to Senior Management.

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.
 - **When should you begin looking for a job?**
 - We recommend you begin as soon as you enter the program.
 - We require that you begin once you are considered “job ready”, having achieved proficiency in 75% of the tasks and abilities spelled out in your Individual Employment Plan.
 - **What additional training should you participate in beyond your host agency?**
 - Computer Training
 - Job Readiness workshops at your local CareerCenter, Department of Labor, One Stop, or CNY Works office.
 - Occupation-specific skills or credential training as identified by A4TD staff.
 - **Please talk with your local A4TD staff person to identify courses relevant to your job goal.**

3. **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>

4. The **August meeting date** is: _____

5. **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.
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E. **Employer Guest Speaker – Topic Name:** _____ **25 min.**

NOTES: _____

F. Job Readiness Topic – Resumes

45 min.

1. Follow up from last month’s meeting.
2. Presentation of Job Readiness Material
 - Part 1 – Setting the Stage Q & A | Video (5:20) **“Age Proof Your Resume”**

https://www.youtube.com/watch?v=b7Eiu3eu_hk

NOTES: _____

- Part 2 – Discussion of the Resource Document, **“Resumes: 8 Tips for Mature Workers”**
 - Deepen your Understanding:
 1. Use these tips to draft a resume, or to review and update your resume
 2. Visit the local Job Center for free resume building help: Job Center Address:

 3. Be sure to give us your updated resume for your job portfolio

NOTES: _____

G. Conclusion of the Meeting

5 min.

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

