

Network to Work – Participant Guide

September 2024

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

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 something that made you smile recently?

2. Review Last Month:

- **Cover Letters**
- You were asked to complete a sample cover letter & bring it with you today

3. This Month:

- **Confidence:** We will take a quiz, watch a video, and go over resources to help you prepare for the job search process!

4. Celebrations!

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

5. Programmatic Assurances:

- Associates for Training and Development will follow up with you for a year after you leave the program to help you maintain or get a job
- You must notify your CMPA or RC if you are asked to do duties outside of those on your IEP
- You may not drive your personal vehicle or a host agency vehicle as part of your assignment

6. Workplace Safety Video:

- Link: https://youtu.be/wd_pvOpDQQg?si=ePXAn1YBu8lqG8T

Whenever you are approaching a work area – no matter if it is an office, a warehouse, a manufacturing plant, a hazardous chemical plant, your basement or your garage – the first thing on your mind should be: Do a quick safety inspection. An inspection should make you aware of any possible hazards.

7. A4TD News:

- Surveys are coming! If you receive one, please fill it out!
- **SCSEP Orientations** – Please see flyer on **page 7** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** October 14, 2024

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

9. Next Meeting:

- _____ day, October _____, 2024 at _____

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 Activity:

We will stop the video so you can jot down notes/answers to these questions: <https://youtu.be/g7u6UwtmGyE?si=CReeOMInaUQSpyps>

<p>View challenges as opportunities. List three challenges you want to take this opportunity to overcome:</p>	<p>Prioritize learning over seeking approval. What are three new things you'd like to learn?</p>	<p>Focus on the process instead of the end result. Have you ever failed the test or lost out on the interview but learned a lot anyway?</p>
<p>Cultivate a sense of purpose. What is your purpose for joining this SCSEP program?</p>	<p>Choose learning well over learning fast.</p>	<p>Making mistakes does not mean you're a failure.</p>

<p>Learn from the mistakes of others.</p>	<p>Learn to receive constructive criticism.</p>	<p>Cultivate grit.</p>
<p>Set a new goal for every milestone you achieve</p>	<p>Remember that it takes time to succeed in anything</p>	<p>THINGS TO TRY:</p> <ul style="list-style-type: none"> • 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

Eight 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. Keep a Growth Mindset

Add YET to the end of your sentences: “I can’t do that YET” “I don’t know that YET”

8. Practice Gratitude

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

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Webinar
SCSEP ONLINE ORIENTATION SESSION

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

A4TD REPUBLICAN LEADERSHIP DEVELOPMENT FOR SENIORS WORKING TOGETHER



 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

Questions? Contact us

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