

Network to Work – Participant Guide

December 2024

Networking

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 is an easy way to do something nice for someone else?

2. Today's Topic:

- **Networking:** Professional networking is when you build relationships with other people both in your career field and in other related fields.
- Please See Resources on **pages 3-7** of this packet

3. Celebrations!

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

4. Programmatic Assurances:

- NTW Meeting attendance is required. Please contact us **BEFORE** the meeting if you are unable to attend
- Grievance Procedure: Please see page of this packet
- No political activity, drugs, discrimination, or harassment are allowed at your training site.

5. Workplace Safety Video:

- Link: <https://www.youtube.com/watch?v=7hwZv36JMU>
- This short video gives a brief explanation of the dangers of Computer Vision Syndrome, then explains a very simple, very effective solution called the 20/20/20 Rule. If you work on a computer, or use one at home, school or anywhere else for any period of time, you should know and apply the 20/20/20 rule explained in this video.

6. A4TD News:

- **Offsite Training** Options – Please see flyer on **page** of this packet
- **SCSEP Orientations** – Please see flyer on **page** of this packet to **share** with friends and family that may also benefit from this program. – Note, no December session – next offered on Jan 29
- **Upcoming A4TD Closures:** Dec 25 & 26, Jan 1 & 2, Mon, January 20
- Please check if your Host Agency is open those dates

7. 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 include the name of the provider in the explanation.

8. Next Meeting:

- _____ day, January _____, 2025 at _____

Notes:

Networking: How to Introduce Yourself

A networking introduction or “elevator pitch” succinctly defines you and your background and interests. It can be used at career fairs, conferences and networking events. The elevator pitch is a short summary given in the time span of an elevator ride (approximately 30 seconds to two minutes). The goal is to introduce yourself, engage your audience and to start a conversation.

An elevator pitch needs to quickly convey important information. Here are some steps to assist in crafting a great pitch:

Introduce yourself

There is a lot of flexibility in the introduction. It should include something unique about yourself such as, area of study, degree, internships, experience, research, projects or military service. You can mention possible connections such as individuals in the same department, similar backgrounds and alumni.

Identify your goal/purpose

It may help the person you are speaking to point you in the right direction for further assistance. Be succinct. If your goals aren't clear, they won't be able to effectively assist you.

Describe your relevant experience

Give 1-2 solid examples of your experience that relate directly to that organization or position. As with your introduction, you can discuss major, degree, service or anything else that makes you stand out. You can also briefly discuss research, awards or presentations you've given. Don't repeat anything you mentioned in your introduction.

Wrap it up

Pull everything together in a brief but interesting concluding sentence. This will reaffirm what you want and how they can help you.

Engage with a question

Be curious. People enjoy sharing their own interests. Ask questions, such as:

- What do you do? • How did you get involved in this field? • What do you like or not like about it?
- What advice would you give someone entering this field?

Follow up

While still in conversation, explore possible opportunities for continuing the conversation, for example:

- Perhaps we could meet and discuss _____ opportunities in your organization? • What is the process for applying for internships/jobs at your company? • For following up, is there a particular person I should contact? • Can I connect with you on LinkedIn? • May I have your business card?
- Can I give/send you my resume or business card?

Practice, practice, practice

Put it on paper! Write out a script or talking points, then craft your pitch and practice. Use focused terminology that highlights your experience in an area, but make sure not to use industry jargon or acronyms that average people won't understand. Practice until you can smoothly give your pitch.

Elevator Speech Activity

Step One: Use this template to begin creating your elevator speech:

Hi! My name is _____ (your name) _____ and I'm a career changer! I'm learning so much from a training program I am in called SCSEP. Right now, I'm interning at _____ (your host agency) _____ doing _____ (your training track/role at host agency) _____. This program is such a win/win. I get to help _____ (host agency) _____ with _____ (things you do that help your host agency and the people they serve) _____ and I get to learn all about _____ (the kind of job you want) _____. Also, I've been taking some great classes to up my skill set like _____ (list some of your offsite additional training classes that you feel will help you get the job that you want next) _____. I'm enjoying learning about _____ (the kind of job you want) _____ a great deal! Are there any entry level positions or opportunities like this at your organization?

Step Two: When everyone has had a chance to fill in their template, we are going to get up and mingle – practicing on each other like we are in a professional networking event or career fair. (today you may read from your paper)

Please remember, when we mingle, practice both sides of the conversation with your fellow SCSEP participants– ask things like, “What do you do?” “What do you like best about this?”

Finding your Network

Start by using people whom you already know as contacts to get your foot in the door with others in your desired new field or industry. Not every connection will lead to a job that is a good fit for you, but each connection you have has their own connections. You want to use the power of the network.



Family:

Friends:

Former Co-Workers:

Groups/Clubs I belong to:

Host Agency Colleagues:

A4TD staff, AJC staff:

What are some upcoming events to make new connections?

Career Fair?

WIOA Workshop?

Events at my Host Agency or other places in town, library, firehouse, senior center etc.?

Points to Remember:

Networking is **mutual** - a back and forth! Try your best to make authentic connections – show a real interest in the person that is willing to hear your elevator speech. Also ask about and listen to their story as well and “pay-it-forward” if you can.

Follow up is vital! Have business cards or resumes on hand (but only give them out if asked) and set a plan to follow up. “Can I give you a call next week?” “I’ll check in by email in two weeks...”

I have my elevator speech and people to share it with. Now what?

Making good contacts at networking events is only the start in building a strong professional network.

Follow these steps to make the most of these new relationships:

- **Organize your contacts so that you spend the most time with the most valuable ones.**

Once you have a list of contacts, order them by the most-likely to be able to help your search. You can re-order this list when you get to know people better. Who is in the field? Who has direct connections in the field? Just remember, never write-off a contact. You never know who they know!

- **Research your new contacts thoroughly.**

Google your new contacts and the place they work. Learn about their job.

- **Have a follow-up plan.**

Try not to leave a conversation without a plan to reconnect. Keep a list of who you reached out to and when.

- **Reach out with a properly crafted email.**

“It was a pleasure to meet you on...” Remind them of your conversation & what you are seeking.

- **Connect on social media as soon as it's appropriate.**

LinkedIn can be a valuable place to connect and network with workplace connections and to research companies you are interested in. Just remember, LinkedIn is a professional format – never share personal items on LinkedIn.

- **Make yourself valuable by offering something people want.**

Share your new learning and skill set if it matches the jobs they need done. Remember to also always “pay-it-forward” when you can by introducing people that may be able to help each other.

- **Make your communications personal, but professional.**

Balance – don’t be a robot and only talk about work, but don’t overshare on any personal drama.

- **Keep the relationship fresh with regular contact.**

Set that follow up plan. Make a chart! Write down who you contacted and when. Keep track so that you don’t forget a contact, but so you do not contact them too often in a short time frame.



Goodwill Industries:

[Networking Strategies for Older Workers Returning to the Job](#)

[Networking Cards: The Pocket-sized Résumé](#)



[Online Job Fair Networking](#)



[10 Types of People To Network With During Job Search](#)

Please look at the resources above to complete the assignments:

****Access this resource digitally on the Participant Portal to be able to click on the links.*

Homework:

1. Write a refined copy of your elevator speech on page 4
2. Use the network list to brainstorm your initial network on page 5
3. Write down one piece of advice you discovered when looking through the links above

Bring your homework with you next month to this meeting.

This meeting is 2 hours, we pay you for 4 to have time to use these resources in your job hunt!

COMPLAINT AND GRIEVANCE PROCEDURE

The purpose of this policy is to establish the process for the settlement of complaints and grievances filed by program applicants or participants. Individuals are expected to make a sincere effort to reconcile their differences at the lowest possible organizational level.

Complaint Process:

Step I:

This is the *Local Level*. At this level, the applicant / participant and the local SCSEP staff discuss the complaint informally. Complaints should be brought to the attention of the local SCSEP staff as soon as possible, within ten working days of the date of the relevant matter or incident. Complaints will be discussed with the intention of reaching a mutually acceptable resolution. In most cases, resolutions can be reached at this level. SCSEP local staff will inform the State Director of the complaint and the results of this Step I discussion, then write a case note documenting the complaint, the discussion, and its outcome.

Step II:

If a satisfactory resolution cannot be reached at the local level, the complaint is put in writing and submitted to the *Program Management Level* within ten working days after the Step I decision. At this point the “complaint” becomes a “grievance”. The written grievance should be submitted to:

State Director
Associates for Training and Development
PO Box 107
St. Albans, VT 05478-0107

A4TD Program Management will issue a written decision to the complainant within ten working days. That decision will be determined and the letter will be composed in partnership with the Assistant Vice President, Program Services & Performance. A copy of the Complaint and Grievance Policy for Applicants and Participants will be included with this letter.

When a decision is rendered at the Step II level, the Assistant Vice President, Program Services & Performance will provide a copy of the complaint and the decision to Executive Management. Any additional information that is pertinent to the issue (such as Warning Reports, Corrective Action Plans, Individual Employment Plans, etc.) must also be provided. This is to ensure that Executive Management has adequate information to review the case if a grievance escalates to Step III.

Step III:

If a satisfactory resolution cannot be reached at the *Program Management Level*, the written grievance may be submitted to A4TD Executive Management. This grievance must be filed within ten working days after receiving the Step II decision. The written grievance shall be submitted to:

Executive Management
Associates for Training and Development
PO Box 107
St. Albans, VT 05478-0107

At the *Executive Management Level*, a determination will be made whether a formal meeting between the parties is appropriate. A final written decision will be issued within ten working days following this meeting/determination and stored in the participant's file. The decision at the *Executive Management Level* is final unless the complainant alleges a violation of Federal law.

Contents of a Grievance:

A written grievance must contain the following information:

1. Name and contact information of the applicant / participant submitting the grievance (including mailing address, phone and email);
2. Identification of the Mature Worker Resource Center, Host Agency, Host Agency supervisor, or A4TD staff person involved;
3. The complainant's statement including:
 - a. The issue or event that has caused the grievance;
 - b. Specific reference to the pertinent policy, procedure, or regulation alleged to have been violated;
 - c. Dates of alleged violations;
 - d. Supporting documents;
 - e. A statement of the specific remedial action sought;
 - f. Information regarding the finding and results from previous Steps, I and/or II.

Other Types of Complaint:

Allegations of violations of Federal law which are not resolved under these procedures within 60 days, may be filed with the Director, Division of National Programs, Tools & Technical Assistance, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210. Allegations determined to be substantial and credible will be investigated and addressed.

Complaints alleging a violation of the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, of the Rehabilitation Act of 1973, of the Workforce Investment Act of 1998 (WIA), or their implementing regulations, may be mailed to the Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Avenue, NW., Washington, DC 20210. See A4TD Non-Discrimination and Anti-Harassment Policy and A4TD Sexual Harassment policy.

General Procedures:

It is the responsibility of all A4TD staff to act fairly, uniformly and without prejudice in determining the facts and to sincerely pursue resolutions that are satisfactory for everyone.

A4TD may in no way retaliate against an individual who has filed a complaint or grievance.

Definitions:

Complaint- an applicant's or participant's informal expression to their local SCSEP team of dissatisfaction with aspects of program participation, training, or conditions within the organization

Grievance- an applicant's or participant's express dissatisfaction, presented in writing, which has not been resolved to a satisfactory result through informal discussion with local SCSEP staff

Local SCSEP staff- usually consists of the Regional Coordinator with help if needed from the Case Management Participant Assistant

Program Management- the State Director

Executive Management- the Vice President / Chief Operating Officer or designee, with support if needed from the President / Chief Executive Officer

To Watch an Introduction Video: https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L_846C

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



 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

 www.a4td.org

(800) 439 - 3307 

info@a4td.org 

Participant Portal:

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

Further Reading:

<https://www.mindtools.com/a8pjz5d/how-to-follow-up-after-networking>

<https://www.goodwill.org/blog/career-and-financial-advice/networking-strategies-for-older-workers-returning-to-the-job/#:~:text=Maintain%20your%20relationships%20with%20past,to%20show%20gratitude%20and%20appreciation.>

<https://www.youtube.com/watch?v=OVf5c7NthSw>