



Tuesdays @ 7:00 pm

Weekly Meeting Agenda

(Agenda to be followed each and every week)

- Encourage everyone one in attendance to send an email so we can add them to our email list of active members. Can register on front page of web site www.nhnusa.org
- Facilitator announce up front that we keep the meeting on a very positive note.

Facilitator – brief statement of group mission

- Brief Introduction (basically **30 second** version of elevator pitch) by each attendee to include: (with a 40 minute meeting we have to keep everyone to short intros.)
 - Name
 - Background/Previous Employer
 - Expertise & Role you are looking for
 - Companies you are targeting
- Return to New Members for some additional time
- All members, must update the group on the week's progress for job search and leads. Members are to be encouraged to exchange emails, and join the NhNUSA LinkedIn Group
- Job Leads/Opportunities (from all)
- Group open discussion & specific calls for help (from all)
- Encourage all members to join and post job leads into NhNUSA LinkedIn groups
- Encourage all to visit web sites at : www.nhnusa.org and www.jobsearch2020.com
- Encourage buddy system between meetings, to help each other with different areas of job search: networking, using LinkedIn, interviewing and peer resume reviews. Work as buddies in between meetings.



Zoom meetings NhNUSA Online Meeting Ground Rules:

- All participants are muted at the start of meeting.
- The assigned meeting leader speaks first.
- Participants are unmuted one at a time for individual comments/questions.
- Remaining participants are to stay muted while someone else is speaking.
- The length of the meeting is approximately 40 minutes.
- Participants with minor Zoom operating issues are to be assisted during the meeting.
- Participants with major Zoom operating issues are to be assisted after the meeting.
- The assigned meeting leader provides a ten (10) minute warning regarding the end of the discussion.
- The assigned meeting leader wraps up the meeting and announces the next meeting date.
- Part of the training is to have the discipline to make the meeting efficient and keep within the 40 minute time period. However, if the leader decides it is necessary for all to extend the meeting, re-signing into the meeting to finish it is acceptable.
- Meetings will be capped at 10-12 participants to insure time limit can be met.