



LESSON PLAN 8

HOW TO FACE THE FIRST DAY OF WORK

ABOUT THE LESSON PLAN

DURATION: 60 minutes

MASTERIAL REQUIRED: Handout 8

OBJECTIVES:

In this section you will learn how to behave on your first day at work. The practical part deals with a series of questions on the advice given in the theoretical part.

LEARNING OUTCOMES:

- Know what to do on the first day of work.
- Find out what the most relevant social aspects are.

LEARNING CONTENT

- Advice for your first day on the job.

Theoretical part

In this section, we will show you a series of tips for your first day on the job.

1. Prepare questions and then ask them during the day.

Do not ask too many questions, as you will have more days to become an expert on the subject. Be curious and willing to learn. Issues related to working hours or salary, you will have to consult with Human Resources (HR). Prepare both practical and general questions and write down the answers.

2. Prepare a speech about yourself.

Describe what you have been doing until you started this new job. State what you are going to do now, what your tasks are in the company and take a few seconds to talk about yourself.

3. Arrive on time

Before you start your first day, find out how to get there and how much it will cost you to get from your home to the Company. Be aware of the weather conditions each day, so that you are not late. Allow yourself to arrive fifteen minutes early, in case something unexpected happens.

4. Find out what the social environment is like

Be aware of who you relate to and look for a group with whom you get along best. It would be good to know the hierarchical organisations within the company, who oversees whom. If you are interested in a promotion, you should get together with the right people.

5. Relax

Optimise your productivity and relax. It is important to be fit to have everything in your favour.

6. You must be and show yourself, as you want to be remembered.

If in doubt, go for the conservative side when it comes to what you wear, say, or do. Take the time to choose your attire for the first day of work and for the days to come.

7. Do not be shy

Try to connect with the people you work with and do not be afraid to speak your mind. If you must intervene, do it politely and always with a good idea.

8. Do not push things

Take your time to understand what you must do and try to impress your superiors by showing what you know. Do not be in a hurry to achieve your goals, do not get side-tracked, remember that you have already been hired.

9. Listen and observe

Do not give your opinion now, first listen, observe, and smile. You will have time to give your opinion later. Focus on the goals set by your boss.

10. Talk to your colleagues

Be friendly and approachable you build trust, and you will know how some departments work.

11. Put your phone on silent

You will need to keep a low profile with noise around you, so try to give 100%, especially on the first day. Show interest by making an effort to find out a little more about those around you.

TIPS FOR FURTHER READING

Bibliography

- 20 tips for a successful first day at a new job. Zippia. (n.d.). Retrieved from <https://www.zippia.com/advice/first-day-at-your-new-job/>.
- Written by Jacquelyn Smith, C. E. (n.d.). 21 things you should do on your first day of work. World Economic Forum. Retrieved from <https://www.weforum.org/agenda/2015/06/21-things-you-should-do-on-your-first-day-of-work/>.

References

- [14 TIPS to Start Your New Job - How to make a great first impression - YouTube](#)
- [First Day at Work \(START WITH CONFIDENCE\) - YouTube](#)

HANDOUTS

Handout 8