

Transition from College to the Workplace

top tips to help with transition from college to the workplace

(Entry Level)

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Starting work can be daunting and these top tips are here to help with being successful when starting a job for the first time

Top Tip One - The First Week at Work

Planning is the best advice to help get ready for work.

It will help with worrying less.

This is an exciting time, so make the most of it.

How to do well:



* Plan your travel to work
* Plan what time you will need to get up and get ready
* Find out where to go on your first day
* Find out who to meet on the first day
* Find out what you need to wear at work
* Have a good hairdo for a work photo
* Take a pen and paper
* Ask where the toilet and café is
* Find out about workplace rules

Top Tip Two – Workplace People

The people at work are different from those at college.

People will be different age groups and have different jobs.

It is good idea to think how to talk to people.

How to do well:



* Think of how to talk with people you work with
* Think of how to talk to managers
* Think of how to talk to others in different departments
* Practice talking to people
* Ask them what they like and dislike
* Ask them about family and friends

Top Tip Three – Get Used to the Routine

Just because you have a job does not mean that there is no time for your hobby or seeing friends.

Plan time around your work to do this.

How to do well:

* Work hard and also rest when not at work
* Eat healthy food
* Have a hobby or meet friends
* Take time for excise and keeping fit
* Do not drink alcohol on a work night
* Get a good night sleep on a work night
* Enjoy the time when not at work

Top Tip Four – Plan Money

The first job and first lot of money is exciting.

Do not spend it all at once and try to save.

How to do well:

* Plan what money is going on
* Adding up things like bus fare and food
* Try to save some money each month
* Try to make good a rule of what money goes on

Top Tip Five - Seek New Duties

Just like college, at work there are times to help and volunteer for things.

This makes work more interesting.

 It will show a good attitude.

How to do well:

* Be helpful
* Try new things to help out
* Tell ideas to the boss
* Show skills

**Top Tip** **Six – Want to do Well and get Promoted**

**If the job is good but someone else’s job looks better, there are some top tips to help.**

How to do well:

* Be skillful in current job
* Be nice and polit
* Have a ‘can do’ attitude
* Keep a positive attitude
* Let the boss know you want to progress
* Work on new skills

**Top Tip Seven - Have a Plan**

**Remember, the first job may not last forever.**

**Sometimes things happen and you might need to look for another job.**

**Have a plan in place to help.**

How to do well:

* Find out what other jobs are about
* Make sure work skills are up to date
* Use this time to plan
* Choose a job that brings happiness
* Keep an up-to-date CV
* Do not panic, something will come along that is right

**Top Tip Eight – Enjoy Work and be Happy**

**It is important to value a job and to make the most of it.**

**Think about the good parts of the job.**

**However, if the job does not bring happiness, then it is time to look for something else.**

**How to do well:**

* Try to be happy at work
* Write a list of the good things about the job
* Have a treat once the bills are paid
* Do something new at work
* Look for a new job if the job does not bring happiness

**Top Tip Nine …………………………………………………………………....**

**Add your own:**

**How to do well:**



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