

Transition from College to the Workplace

top tips to help with transition from college to the workplace

(Level 1 and above)

Introductory paragraph to appear here in Arial
bold 18/21pt. Introductory paragraph to appear
here in Arial bold 18/21pt.

Subheading

Body copy appears Arial regular 10pt on 13pt and runs as a single column to add in accessibility screen readers

Subheading

* Bullet point text in Arial regular, black 10pt on 13pt
* Bullet point text in Arial regular, black 10pt on 13pt.
* Bullet point text in Arial regular, black 10pt on 13pt.
* Bullet point text in Arial regular, black 10pt on 13pt.
* Bullet point text in Arial regular, black 10pt on 13pt.

Subheading

* Bullet point text in Arial regular, black 10pt on 13pt.
* Bullet point text in Arial regular, black 10pt on 13pt.
* Bullet point text in Arial regular, black 10pt on 13pt.
* Bullet point text in Arial regular, black 10pt on 13pt.
* Bullet point text in Arial regular, black 10pt on 13pt.
* Bullet point text in Arial regular, black 10pt on 13pt.

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 being in control and will reduce anxiety. This is an exciting time, so make the most of it.

How to Succeed:



* Plan your journey and how long it will take to get to work
* Plan what time you will need to get up and get ready
* Find out where and who to report to on the first day
* Find out the dress-code
* Do not spend too much money on work clothes in advance
* Have a good hairdo as you might need a photocard on your first day
* Take a notepad and pen to note down names of people and important information
* Ask where the toilet and café is
* Find out about workplace rules

Top Tip Two – Workplace Colleagues

The people at work are different from those at college. People will be different age groups and have different jobs. Understanding the generation gap is probably the first key step as well as approaches and different ways of communicating to people who work at range of levels including management.

How to Succeed:



* Think of how to communicate with co-workers
* Think of how to communicate with managers
* Think of how to communicate with others in different departments
* Work on communication skills to build a rapport with colleagues
* Take an interest in the things they do
* Ask about their families and friends

Top Tip Three – Get Used to the Routine

Just because you have a job doesn’t mean that there will be no personal life. However, the daily schedule and social life undergo a change once entering work. Work is based on eight or even more working hours a day and possibly five to six days of the week working. This survival tip involves understanding the obvious change and analysing that this is what comes after college life.

How to Succeed:

* Maintain a work-life balance
* Eat healthy food
* Work out to counteract the effects of stress
* Have a hobby or meet friends to relax
* Take time for exercise and keeping fit
* Don’t drink alcohol on a work night
* Or on an evening if you are at work the next day
* Get a good night sleep on a work night
* Make the most of leisure time on the weekends

Top Tip Four – Plan a Budget

The first job and first salary is exciting and planning for trips, buy designer clothes, and rent a nice apartment maybe on the list of things to do. Many young professionals lack the skills to manage expenses, and hence are unable to save any notable amount. Instead of ending up in a situation where there isn’t sufficient savings and face stress later in life, here are some top tips.

**How to succeed:**

* Create and stick to a personal budget plan
* Budget planning includes simple steps such as

calculating your monthly income

* Adding up fixed expenses
* Setting financial goal and monitoring a budget
* Try to make good decisions, which bear positive results

throughout life

Top Tip Five - Seek New Responsibilities

Just like at college where opportunities to volunteer for festivals and leading an events etc, the workplace is the same. Finding new challenges at work will keep interest, enthusiasm, and motivation in the job.

Finding and accepting new opportunities, undoubtedly, helps in career transition. Doing this also paves a path for learning something new (professional growth) and avoiding monotony at work.

 **How to succeed**:

* Be proactive, push out from a comfort zone and take

more responsibilities

* Don’t wait for the boss to give a green signal for any

new assignment

* Suggest to the boss about new or additional projects

to take forward or work on

* Show professional and personal growth

**Top Tip** **Six - Have Patience and be Effective**

**Do not deviate from the career plan. Young minds are often keen to gain professional growth instantly. Promotion at the workplace is not something that isn’t achieved right away. Remember, “Rome was not built in a day.” It is also important to understand that being promoted depends on several factors, such as the company structure, new opportunities, and the overall financial performance of the organisation.**

**How to succeed**:

* Take initial time to understand all these factors and

work on skills development to add to credentials

* Be effective at work as this always pay off in a career

development

* Don’t miss out on opportunities and network
* Identify priorities
* Have a ‘can do’ attitude
* Maintain a positive attitude
* Build essential skills, learning while working, which is

a crucial role in skill development

**Top Tip Seven - Have a Back-Up Plan**

**Remember, the first job will not last forever. Sometimes things happen unexpectedly such as situations may arise, such as layoffs. It is imperative to get a backup plan for the career plan to continue.**

**How to succeed**:

* Keep up to date with market demands
* Make sure skills are up to date to beat the competition
* Understanding and developing the skills employers are

looking for is one of them

* Use this time to reflect on career plan
* Choose a job that helps with career goals
* Keep an up-to-date CV
* Do not panic, something will come along that is right

**Top Tip Eight – Get Work Satisfaction and be Fulfilled**

**It’s important to value a job and to make the most of it. Sometimes reflection on what good about work helps to make a happier workplace. However, if the job doesn’t bring satisfaction, then it’s time to look for something else.**

**How to succeed**:

* Have a good attitude at work
* Write a list of the job benefits
* Have a treat once the bills are paid
* Engage with something new at work or
* Take on a project
* Look for a new job and opportunity if there isn’t job satisfaction

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

**Add your own:**

**How to succeed:**



*

*

*

*

Transition from College to the Workplace

top tips to help with transition from college to the workplace