

Your Professional Persona

Imagine that tomorrow is your first day working in your “professional” job. You are standing in front of your closet. What do you pick out to wear and why? Whom will you approach if you need advice?

Think about the last time you met someone new socially. What did you talk about and what was the flow of the conversation? How might that conversation be different when meeting a new business colleague?

List three things you should take care to notice when you start working at a new organization.

Consider this scenario: You, your supervisor and co-workers are going out to lunch together. What will you order to eat and drink? What should you keep in mind with respect to table etiquette?

How will your voice tone, pace, volume and work choice differ in a work setting versus an informal conversation?

How will you let your supervisor know you have understood a long list of instructions?

How to Build Work Relationships

What are three ways you can encourage positive relationships with co-workers?

How might you deliver constructive criticism?

How would you like to respond to constructive criticism?

How might you demonstrate teamwork and a can-do attitude?

How will you handle gossip?

What are your expectations about how a supervisor and coworkers should treat you?

Managing Your Emotions

What are some of your “should” statements? How can you rephrase them with “would”?

Think back to a time when your emotions threatened to overwhelm you. What physical signs appeared? For the future how would you like to handle this?

What signs of stress have you been experiencing recently? List two things you can do to alleviate stress.

Imagine that you have been asked to do work you feel is “beneath” your skill level, how will this make you feel? Lay out your plan for handling this situation.

How do you currently motivate yourself to do your best work?