

[DREAM DEBUT]

MONDAY SEPT 29, 2008

WORK WISE - A fortnightly column by Rahul Kapoor

The transition from campus to corporate world can be tricky and challenging. A combination of a little care and the right attitude can really set the pace for a great career ahead. The following tips will help you to get your act together.

1. Build relationship with your boss

One person who can have a significant impact on your career is your first boss. Therefore developing a good relation with him/her is crucial for your future. Most managers want to feel that you are truly with them and that you are ready to contribute as a team member. They expect you to be a part of the solution and not a part of the problem. So, when a problem arises - take initiatives, stretch yourself and spend extra hours at work place to see the problem through. Understand what is important to your boss and ensure that you give your best to support him/her.

2. Display team skills

It is quite natural that you will spend most of your time at workplace with your team. Therefore, it is imperative that you collaborate with your team to accomplish organizational goals. Contribute to your team by exchanging information freely, volunteer ideas and help, support group decisions and put group goals ahead of your own.

3. Find a mentor for your self

Taking advice from someone who has succeeded will help you to succeed as well. Most people irrespective of their designations and busy schedules want to share their success tips with those who really want to listen. A mentor can teach you what most books cannot. But be patient and wait until you find an appropriate person to mentor you.

4. Be a self starter

The first couple of weeks you will be given small doses of work to help you get the hang of your new job. Chances are you will finish these tasks fairly in time and have lot of free time. In such situations do not wait until someone gives you the next assignment, get proactive and approach you boss for more work.

5. Listen and observe

By listening and observing you will gain a lot. You will learn about the environment of which you are now a part. Understand how people work in the team, see how they perform and succeed. This will give you valuable insight about the team's culture and help you get onboard rather quickly.

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6. Ask questions

Question asking is imperative part of the learning process. When you have a doubt or when you are not clear about something, do not hesitate to ask questions for clarification. Ask and you will be surprised to know that most people would be happy to help you.

7. Admit mistakes

Nobody is perfect, we all make mistakes; going wrong on a new job is fairly common and acceptable. So when you go wrong, quickly accept it and bring it to the notice of your boss. Not accepting your mistake, blaming others or justifying your acts will create a very poor image of yours.

8. Respect the hierarchy

Understand that the organization is bigger and stronger than any one person. Every company has its chain of command and everybody has a boss. Respect this fact and act accordingly.

9. Company policies

Do not consider the company rule and regulation booklet as a boring piece of literature and dump it in some corner of your work station. Perhaps, it is one of the most valuable piece of information which has been compiled together to educate you about the company's do's and don'ts. Find some time to read, understand and follow these rules.

10. Have a positive attitude

Be enthusiastic and energetic, stay away from office politics, show appreciation, network with new people, arrive early on job and stay late, keep learning new things and quickly adapt to the new environment. Nothing works better than having and expressing a positive attitude.

In conclusion, you must remember that you will be under pressure in the first few weeks of your new job. There will be difficulties and opportunities that will come your way. The best thing you can do is to relax, stay calm and strive genuinely to become a productive member of your team. Good luck and have a great career ahead.