

## Your First Thirty Days

### Key Points

Your First Thirty Days - objectives:

- Explain techniques of human relations skills
- Discuss your job productivity
- Show how to deal with new job situations
- Discuss problems you may encounter

1. When you move into a new job, you cannot assume that:

- Everyone will welcome you
- You will receive whatever help you need
- Your present skills will fill your needs

2. To become part of a team, you must adapt to its customs, habits, and performance standards.

3. Your expected productivity will:

- Include intangibles
- Be measured
- Not always be clearly defined

4. It is more important in the first thirty days to insist on quality than to get a job done.

5. In your first week, you should attend mainly to balanced productivity and human relations progress.

6. If your supervisor does not communicate with you in your first week, you should initiate communication.

7. The best way to build a positive relationship with your supervisor is to build good relationships with your fellow workers.

8. It is customary to use the second week in a new job to get your personal productivity up to the standard.

9. If you make a mistake in a new job situation, you should Learn from your mistake and Keep your sense of humor.

10. If you are asked to perform a skill that is above your ability get tutoring as soon as possible.

11. It is the responsibility of new employees to bring their skills up to standard and beyond.

12. A preferred communication style for a new employee is through your work, not your voice.

13. If you are teased by co-workers when you begin a job, you should laugh and go on with your work AND accept teasing unless it is harmful.

14. During your third week, your productivity should improve from weeks one and two AND YOU SHOULD be comfortable with your co-workers.

15. Avoid joining any camps and cliques.

16. If you draw a difficult supervisor Adjust to the supervisor's style.

17. If you are assigned work that you don't know how to do, you should ask for help from an informed person AND Study on your own before beginning.

18. Your new organization will improve its productivity best if you make it more comfortable for associates to produce.
19. If your supervisor is difficult or inept, you should:
  - Concentrate on your job
  - Try to focus on productivity rather than personality
  - Try to build a good relationship
20. With a co-worker who is difficult to relate to, you might Pay a compliment AND/OR Ask for advice.
21. You can avoid job stress by regulating your work tempo and Building relationships.
22. After thirty days, you should meet with your supervisor to:
  - Make clear what you have learned
  - Clarify areas of difference in viewpoint
  - Review your responsibilities
23. If you move frequently from firm to firm, you will be judged by the reputation you created in each job.
24. It is as dangerous to become careless about human relationships as it is to neglect improving productivity.
25. Success in a job requires:
  - Job skills and productivity
  - Communication skills and professional image
  - Positive attitude and self-confidence
  - Wise time management