


Lesson Objectives	 <ul style="list-style-type: none"> Identify ways to prepare for the workplace once an internship is secured Identify ways to showcase your competence at the workplace Identify ways to network and establish connections with colleagues at the workplace 				
Learning Points	<p>1. Gain CLARITY by:</p> <ul style="list-style-type: none"> Reading up everything you can on the company, chatting with seniors who have worked there previously, checking out reviews on Glassdoor, and writing to HR to ask about the dress code and if there is anything you need to prepare before coming in to work. Restating the assignment given to you to check if you have understood it correctly. You can do this by repeating in your own words what the brief or requirements of the assignment are and checking with your supervisor if you have understood it correctly. Asking your supervisor how often you need to provide updates on the assignment and finding out how he/she would like to be updated – via an email, a face-to-face chat, etc.? Additionally, you may want to ask your supervisor the following four questions: <div data-bbox="328 983 1485 1128" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ol style="list-style-type: none"> 1. “Who should I contact if I have questions?” 2. “What is the best way to contact you and the rest of the team?” 3. “Do I need to respond to emails and messages after office hours?” 4. “What are some helpful tasks I can do if I have finished my assignments?” </div> <p>2. Show COMPETENCE by:</p> <ul style="list-style-type: none"> Showing your <u>skills</u> – foundational knowledge, problem solving, people skills, writing skills... Showing your <u>motivation</u> – speaking up is better than saying nothing at all. If someone asks your opinion, take a risk and share your perspective. Also, if you are struggling, approach your supervisor for help instead of stressing out on your own or sweeping things under the carpet. <p>3. Build CONNECTIONS by:</p> <ul style="list-style-type: none"> Never eating alone in your cubicle or at your desk unless you have a valid reason to. Instead, eat in the pantry, if your workplace office has one, so you are available to chat with others. Never turning down an invitation to have lunch or be present at a social event. Being curious about other people and always having a few questions prepared that you can readily ask others during lunch or at a social event. For example, you can ask about why they joined the company, what they were doing before that, what they are passionate about, and what they do to recharge. 				
Resources	<p>Hyperlinks to useful resources:</p> <table border="1" data-bbox="231 1928 1482 2020"> <tr> <td>Top tips to rock your first day of internship</td> <td>How To Prepare For The First Day Of Your Internship</td> </tr> <tr> <td>How To Win Friends & Influence People (in 20 Minutes)</td> <td></td> </tr> </table>	Top tips to rock your first day of internship	How To Prepare For The First Day Of Your Internship	How To Win Friends & Influence People (in 20 Minutes)	
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