

Working Habits at Your First Job

Mastering Productivity and Achieving Your Goals



SoftUni Team

Technical Trainers



SoftUni



Software University

<https://softuni.bg>

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Navigating the First Days in a Company

Strategies for a Successful Onboarding Experience

Documents and Policies During Onboarding

- Expect to receive a lot of **documents** during the onboarding process
- Take the time to carefully **review** and **familiarize** yourself with the documents
- Some companies have extensive **policies**, **rules** and **guidelines** for their employees
- Be aware of company **restrictions** and **limitations** to avoid violations
- Be prepared to ask **questions** or seek **clarification** if anything is unclear



Building Positive Relationships

- You will be introduced to your colleagues in the first few days, so make sure to be **friendly** and **approachable**
- Maintain a **positive** attitude and show **genuine** interest in getting to know your colleagues
- Try to remember the **names** and **positions** of the people around you, this will demonstrate your attention to detail
- Effective communication is the key to strong professional relationship so be **clear**, **concise** and **respectful**.



Introduction to the Work Environment

- You will be introduced to the company environment, including the office space, equipment and tools such as:
 - Your **workstation** and **computer** setup
 - Collaboration tools such as **Zoom**, **Slack** and **email**
- You may be given access to various systems and **accounts** such as:
 - Jira and access to different projects
 - GitHub or GitLab
 - Cloud environment



Introduction to the Work Environment

- You will receive an overview of the company's **policies** and **procedures**, including:
 - Time tracking and reporting
 - Security protocols and data privacy
- You may be given a tour of the office and introduced to key **personnel**, including
 - Your immediate supervisor
 - Other departments or teams within the company



Be Careful with the Passwords and Documents

- Be careful with company **accounts** and keep your passwords **secure**
- Be cautious with access to company **documents**, they do not belong to you, but to the company
- Follow company **policies** and **procedures** regarding information security
- Report any suspicious activity or security breaches **immediately**



Follow Guidance from Mentor

- Follow **instructions** provided by your mentor or colleague who is introducing you to your role
- Maintain communication with your mentor without **bothering** them excessively
- **Collect** your questions and ask them once a day to save their time and focus
- Take **notes** during training and ask for **feedback** to improve your performance





Mastering Work Communication

How to Handle Emails, Chat Messages, and Phone Calls

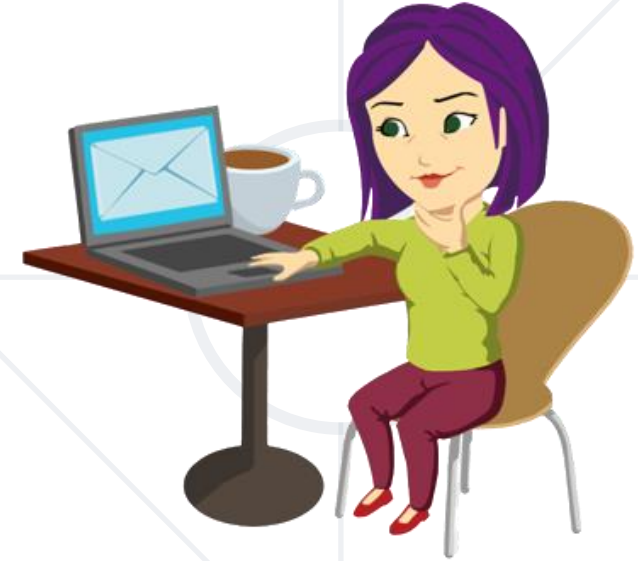
Effective Workplace Communication Practices

- Respond to your supervisor as **quickly** as possible
- Prioritize **work-related** conversations during working hours
- Limit **personal** conversations during work hours
- Use appropriate channels for communication, such as **emails**, chat **messages**, and phone **calls**
 - Use phone calls for **complex** discussions
 - Use text messages for **quick** questions
- Make sure to check your messages **regularly** to stay updated



How to Write a Proper Email

- Use a **clear** and **concise** subject line that accurately **summarizes** the content of the email
- Use a professional tone and avoid using **slang**, **emojis** or **informal** language
- Keep the email brief and to the point, with a clear **introduction**, main **body** and **conclusion**
- Proofread the email carefully for **spelling** and **grammatical** errors before sending it



How to Write a Proper Email Example

Hi [Supervisor's name],



I hope you're doing well. I'm working on a Java project and I'm a bit stuck on a particular topic. I know you're busy, but I was wondering if I could get your help with it.



I've been trying to [briefly describe the issue] but I'm having trouble finding the right solution. I was hoping you might be able to point me in the right direction or give me some advice on what to do next.



If you have a few minutes, could we chat about it sometime this week? Or if it's easier for you, maybe we could even just exchange a few messages to get me headed in the right direction.



Thank you in advance for your help, I really appreciate it.



Best regards,
[Your name]



- Start with proper address to the **concrete** person
- Short introduction of what this email **is about**
- Short description of the **particular** problem
- **When** and **how** to discuss the problem
- End with a **gratitude** and a **concluding** remark

How to Write a Proper Email Bad Example

Subject: Java help



hi can you help me with this i am stuck on this topic and i dont know how to move on i have been trying to find the solution but i just cant find anything i am so frustrated please help me out i dont know what to do anymore i hope you can help me



So the issue is that i am trying to implement this feature in Java but it keeps giving me this error message and i dont understand what it means can you please help me out i have been trying to figure it out for a while now but i just cant get it working i have read the documentation and tried everything i know but nothing is working i really need your help on this one.



Also, i have a lot of other things to do so i need this to be resolved quickly so that i can move on to other things that are waiting for me i am sure you understand how important this is for me and i really appreciate you taking the time to help me out with this i know you are busy but i hope you can spare some time to help me out.



- This is how **not** to write an email to your colleagues or supervisor
- There is **no** proper address to the specific person
- The subject of the email is **not** clear
- There is a lot of **unnecessary** text

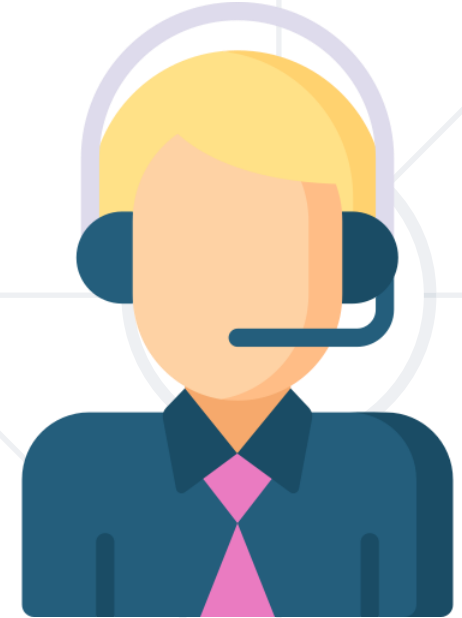
Personal Calls During Work

- Avoid making **personal** calls during work hours unless it's an emergency
- If you need to make a personal call, find a **private** place where you won't **disturb** others
- Keep your personal calls **short** and to the **point**
- Use headphones and keep your voice **down** if you need to make a call in a shared space



Professional Calls During Work

- Find a quiet and private place to have the call so as not to **disturb** others
- Test your **microphone** and **camera** before the call to avoid technical difficulties
- Avoid **multitasking** during the call and give your **full** attention to the conversation
- Speak clearly and slowly to ensure that the other person can **understand** you



Managing Chat Messages

- Set **specific** times to check and respond chat messages, rather than **constantly** checking them throughout the day
- Turn **off** notifications for chat messages during times when you need to **focus** on other tasks
- If a chat message requires a **lengthy** response, consider switch to email or scheduling a phone **call** to discuss the issue
- Prioritize **urgent** or **important** chat messages, and respond to non-urgent messages when you **have** time available





Effective Time Management

Maximizing Productivity and Achieving Your Goals

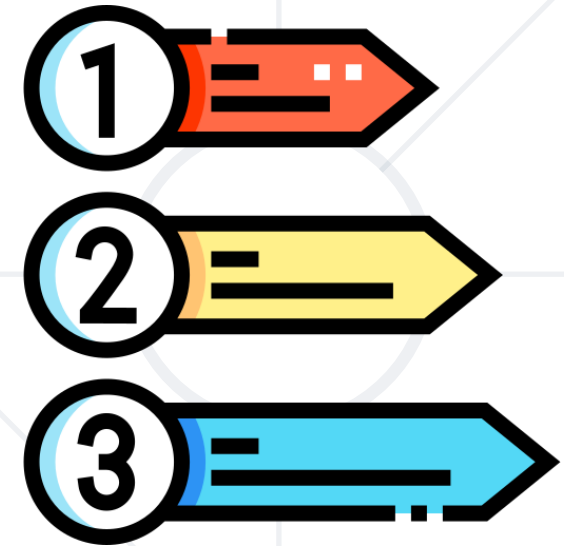
Demonstrate Precision in Your Workplace

- Arrive **on time** and avoid being late
- Respect your appointments and show up **on time**
- If you are unable to attend an appointment or running late, **call in advance**
- Avoid **distracting** yourself by watching videos, movies or anything that is not related to your work



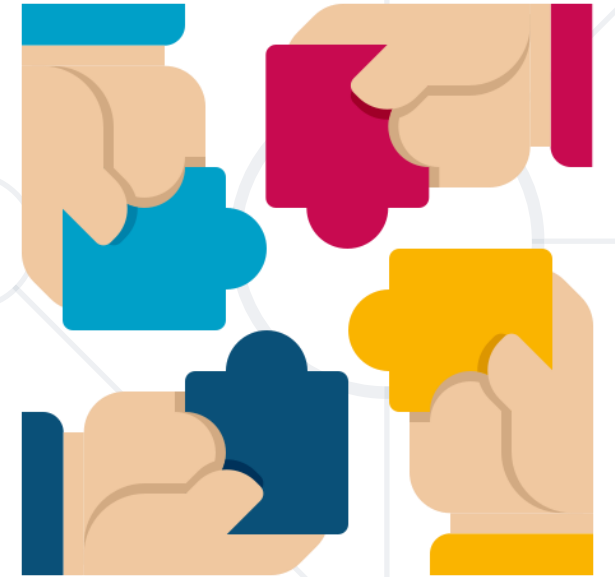
Time Management – How to do it

- Set clear goals and **prioritize** tasks based on their importance
- Create a **schedule** or **to-do list** for each day and stick to it
- Minimize distractions by **turning off** notifications and finding a quiet work space
- Use **time blocks** to work on specific tasks and take **breaks** in between
- Learn to **delegate** tasks when possible to focus on more important responsibilities



Collaboration in the Workplace

- Seek **solutions** to problems and challenges
- Ask for **assistance** from your colleagues when needed
- Collaborate and interact with team members **effectively**
- Communicate clearly and **professionally** in all interactions with colleagues and stakeholders



- **Understand** your task before starting work
- Break down large tasks into **smaller**, more manageable parts
- Set **realistic** goals and **deadlines** for completing each part
- Track your progress **regularly** and make **adjustments** if necessary
- Communicate any **issues** or **delays** to your supervisor or team in a timely manner



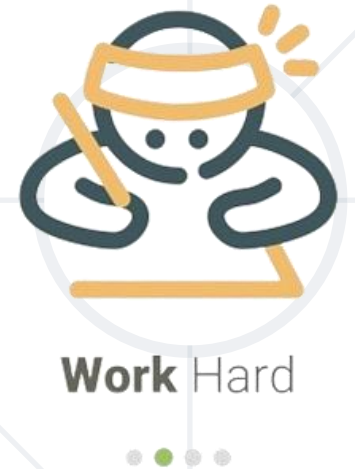
Effective Task Management Techniques

- Practice the “**80/20 rule**” by focus on the 20% of tasks that generate 80% of results
- Monitor carefully your tasks through their stages from **start** to **finish**
- Avoid **multitasking** as it can lead to decreased productivity and increased stress
- Set realistic deadlines for tasks and hold **yourself** accountable



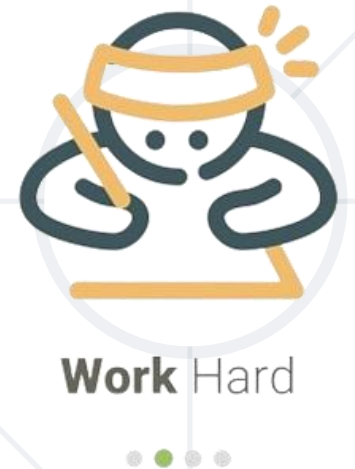
How to be a Successful and Diligent Employee?

- Work, read, write, search, take **action** and be **diligent**
- Seek **feedback**: “Mentor, I’m done with this, is it okay?”
- Be **proactive** in finding solutions and try to resolve challenges **before** they arise
- Communicate **clearly** and **concisely**
- Pay **attention** to details and be **meticulous** in your work



How to be a Successful and Diligent Employee?

- If you have a problem, first try to find a solution on your **own**, **then** ask for help
- When you go to your supervisor, come up with **1-2 possible** solutions for discussion
- Use your resources: search **online**, check company **manuals**, **ask** colleagues for help
- When asking for help, be **specific** and **provide** details about the problem
- Don't hesitate to ask for **clarification** or **additional** information if you need it



Proactivity in the Workplace

- Don't be **idle**: If you find yourself without a task, let your supervisor know
- Be **proactive** in seeking out tasks and assignments
- Offer to **help** colleagues who may be overwhelmed with work
- Take **initiative** and **suggest** new ways to improve current processes
- Stay **focused** and **productive**, even during downtime, by working on professional development or other relevant tasks





The Proper Professional Behavior

Essential Guidelines for Maintaining a Professional Image

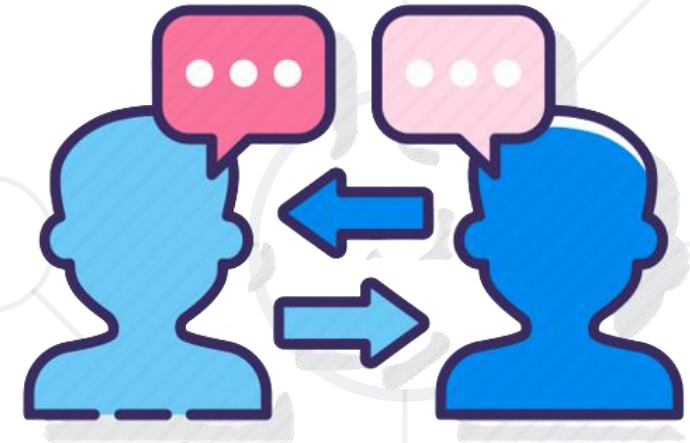
Workplace Etiquette: General Rules

- Arrive **on time** and be **punctual**
- Dress **appropriately** for the job and the workplace
- Be **respectful** and **courteous** to co-workers and supervisors
- Avoid using **offensive** language or engaging in **gossip**
- Keep personal conversation and phone calls to a **minimum**



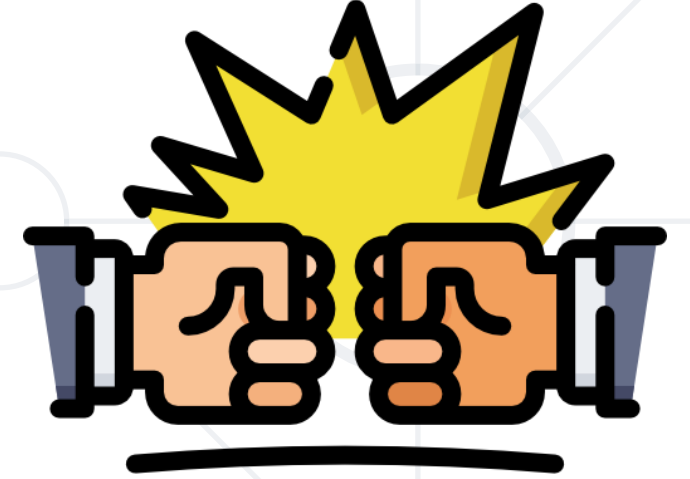
Workplace Etiquette: Communication

- Use **professional** language and tone in all communications
- Be **clear** and **concise** in your messages
- Listen **actively** and show interest in others ideas and opinions
- Avoid **interrupting** others while they are speaking
- Be **mindful** of cultural and linguistic differences
- Avoid making **inappropriate** jokes at work



Workplace Etiquette: Conflict Resolution

- Address conflicts **directly** and **respectfully**
- Avoid **personal** attacks and focus on the issue at hand
- Listen **actively** and try to understand the other person's perspective
- Work collaboratively to find a **mutually** acceptable solution
- Seek **help** from a supervisor or HR if necessary





Effective Usage of Social Media

Best Practices for Effective Online Engagement

Confidentiality on Social Media

- Understand what constitutes company **confidential** information
- Avoid **sharing** anything that could be considered a trade secret
- Never post **sensitive** financial information, employee information, or customer information
- Remember that information **shared** online can be easily shared and can't always be **deleted**
- When in doubt, **check** with your supervisor or human resources department before posting



Appropriate Use of Social Media

- Avoid posting anything that could be deemed **inappropriate** or **offensive**
- Be mindful of the **language** and **tone** used in your posts
- Avoid posting anything that might be viewed as **discriminatory**, **harassing**, **embarrassing**, or **bullying**
- Remember that your posts are **reflection** of your personal brand and can **impact** your professional **reputation**



Public Comments on Social Media

- Avoid **commenting** on sensitive company or personnel issues in a public forum
- Refrain from making **negative** or **critical** comments about colleagues or superiors on social media
- Think carefully before posting anything that could be construed as a **violation** of company policies or professional ethics





Best Practices for Effective Meetings

Strategies for Successful Meeting Planning and Execution

Effective Behavior in In-Person Meetings

- Arrive **on time**
- Bring something to take **notes** with
- Dress **appropriately** for the meeting
- Be **attentive** and **engaged**
- Speak only when it's **your** turn and don't **interrupt** others
- Avoid **distracting** behaviors(e.g., checking phone)



Effective Behavior in Virtual Meetings

- Ensure a **stable** internet connection
- Use a **high-quality** camera
- Choose a **quiet** and **well-lit** location
- Test your **microphone** and **camera** before the meeting
- Familiarize yourself with communication channels like **Google Meet**, **Teams** etc., to come prepared for the meeting
- Avoid **multitasking** during the meeting



Best Practices for Internal Meetings

- Familiarize yourself with the **agenda** and come prepared with any necessary **materials** or **information**
- Take **notes** during the meeting to help you stay **focused** and remember important details
- Respect other attendees' time by avoiding **interruptions** or **off-topic** discussions
- Follow up on any action items assigned to you **promptly** and **effectively**



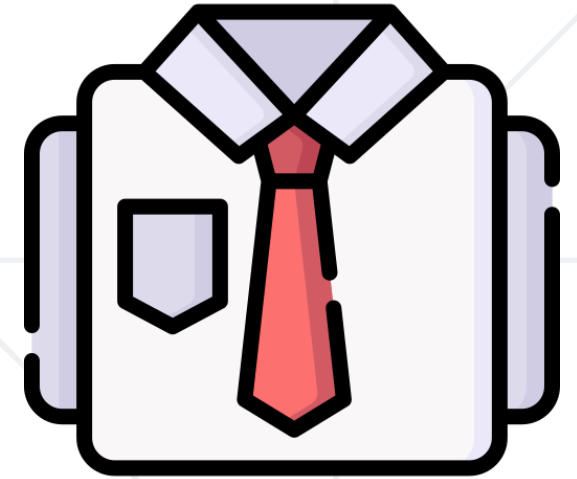
Best Practices for External Meetings

- Research the attendees and their company to **prepare** for the meeting
- Dress **appropriately** for the occasion and the culture of the organization you are meeting with
- Confirm any logistics or requirements beforehand, such as **time**, **location**, or **technology** needs
- Actively listen and only contribute to the conversation when **called** upon



Dress Code for the Workplace

- Dress **neatly** and **appropriately** for work
- Avoid **revealing** or **offensive** clothing
- Avoid wearing suit or formal trousers, instead opt for **clean** and **pressed** clothes
- Avoid **excessive** accessories and jewelry that may be distracting or noisy
- Take a shower **before** going to work
- Wear **comfortable** shoes that are appropriate for work





Understanding Corporate Culture

Best Practices for Corporate Culture Adherence

Defining Corporate Culture

- Corporate culture is the set of **values, beliefs, behaviors** and **attitudes** that define a company and its employees
- It includes things like **communication** styles, **decision-making** processes, and overall work **environment**
- An example of a positive corporate culture could be one that values **transparency, teamwork** and **innovation**
- In contrast, a negative corporate culture might include **toxic** behavior, **lack of** accountability and **poor** management practices
- Ultimately, a strong positive culture can lead to increased employee **satisfaction, productivity** and overall **success** for the company



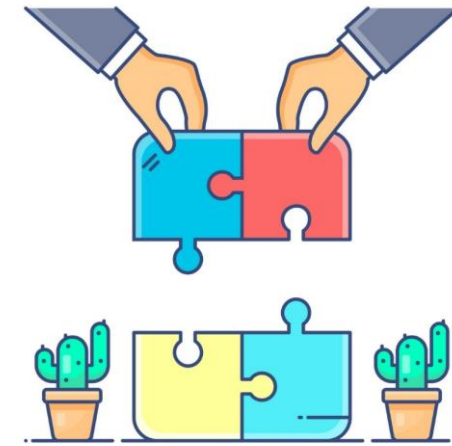
Positive Corporate Culture

- A positive corporate culture starts with clearly defining the company's **values** and **priorities**
- It's important that the employees **share** those values and can **contribute** to the culture in a meaningful way
- Companies can foster a positive culture by promoting **open** communication and providing **opportunities** for growth and development
- Regularly seeking **feedback** and making necessary **changes** are important to maintain a positive culture



Creating and Maintaining Corporate Culture

- The role of **leadership** is important in creating and maintaining a positive corporate culture
- Strategies for building a strong corporate culture, such as **team-building** activities and employee **recognition** programs
- The importance of **transparency** and **open communication** in maintaining a healthy corporate culture
- Identifying and addressing potential sources of cultural **conflict** or **tension**



Business Culture

Examples of Strong Corporate Cultures

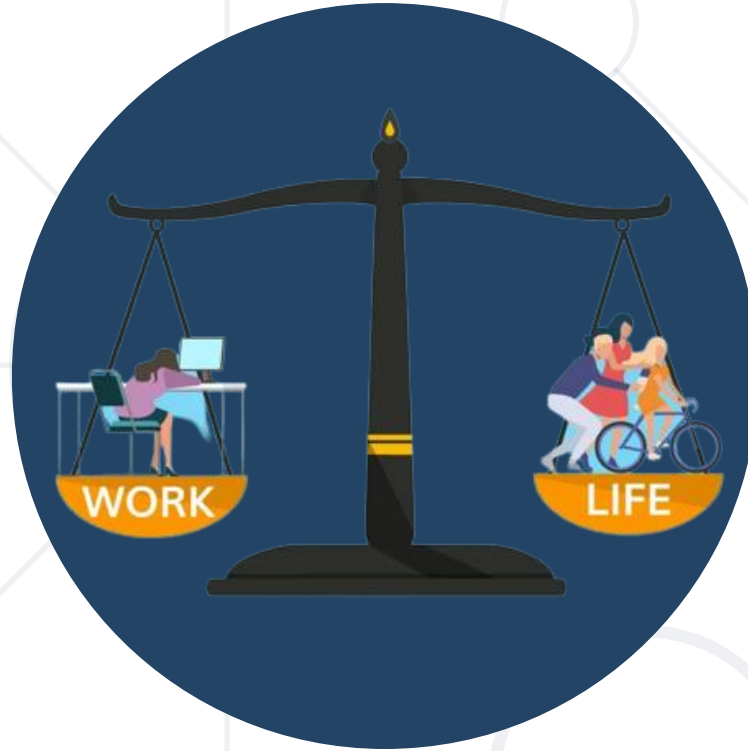
- There are many companies known for having **strong** and **distinct** corporate cultures that have contributed to their success
- Imagine a company that values **innovation**, **risk-taking** and **creativity**
- This encourages employees to think **outside the box** and come up with new and innovative ideas
- Another example is a company that values **transparency**, **accountability** and **integrity**, which creates an environment of trust and honesty among employees and leadership



Examples of Strong Corporate Cultures

- A third example is a company that values **work-life** balance, **flexible** schedules, and employee **wellness**
- Those types of companies **prioritize** the well-being of employees and allows them to perform **their best**
- These companies have successfully created cultures that **align** with their **values** and **priorities**, and have been able to **attract** and **retain** top talent as result
- It's important for companies to find their own unique **values** and **priorities** to create a strong and positive corporate culture that **works** for them

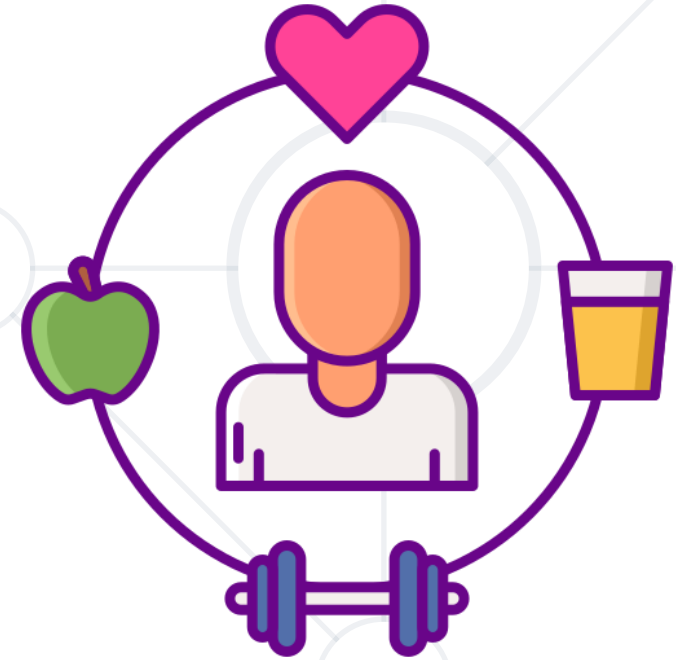




Achieving a Healthy Work-Life Balance

Strategies for Balancing Work and Well-being

- Plan and prepare your meals **in advance**
- Bring **healthy** snacks to work to avoid vending machines
- Choose **nutrient-dense** foods like fruits, vegetables, lean proteins, and whole grains
- Avoid **high-sugar** and **high-fat** processed foods
- Stay **hydrated** by drinking plenty of water throughout the day



Strategies for Managing Stress

- Take **short breaks** throughout the day to stretch, breathe or meditate
- Practice **time-management** techniques to prioritize tasks and avoid feeling overwhelmed
- Set **realistic** goals and expectations for yourself
- Communicate **openly** and **honestly** with coworkers and supervisors



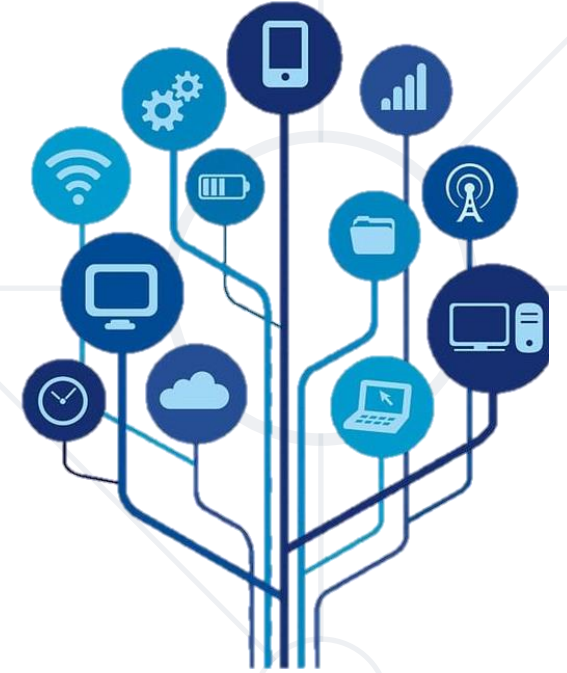


The Importance of Continuous Learning

Strategies for Staying Ahead in an Ever-Changing World

Education and Professional Development

- It's important to understand that the IT industry is **rapidly** evolving
- To stay **ahead** it's crucial to cultivate a **daily** learning habit
- Take advantage of online learning opportunities, **webinars** and **conferences**
- Read and learn **beyond** your job responsibilities
- Embrace growth mindset and **seek feedback** to improve your skills



Developing a Personalized Learning Plan

- Identify your learning **goals** and **objectives**
- **Break down** larger goals into smaller, achievable ones
- Find a learning method that **suits you**(e.g, online courses, books, seminars)
- Use a learning management system or tool to **track** your progress
- **Schedule** regular time for learning activities and prioritize your learning goals



- For successful career development It's also important to develop your soft skills such as:
 - **Communication**: active listening, effective speaking, and writing
 - **Collaboration**: working effectively with others in a team
 - **Adaptability**: being flexible and able to handle changes and challenges
 - **Emotional intelligence**: understanding and managing your own emotions and those of others



SoftUni as Your Ally in Education

- SoftUni has established itself as a **leading** software university over the years
- Our lecturers are **experienced** professionals who bring **real-world** expertise to their teaching
- They can give you **insights** and **perspectives** that you **won't** find in a textbook
- By enrolling in SoftUni courses, you can gain **practical** skills and **knowledge**
- That will help you stay **competitive** in the fast-paced IT industry
- SoftUni also organizes **free** events and seminars with leading experts on various topics from the IT field



- Navigating the **first days** in a company
- Mastering work **communication**
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- Effective usage of **social media**
- Best practices for **effective** meetings
- Corporate **culture**
- Healthy **lifestyle** and **stress** management
- The importance of **continuous** learning



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