



VEA

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Program Support Notes

Senior Secondary

18 mins

First Impressions Winning Over Your Boss Student Version

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First Impressions – Winning Over the Boss

For Teachers:

Introduction

The first days at a new job can be quite nerve-racking and overwhelming, but there are definite steps that can be taken to ensure that you present the best possible impression to your employer. This program covers the major areas that new employees need to consider: preparing for the first day, understanding the work environment, induction and training, working with others, and dealing with problems and conflict. There are interviews with employers about their expectations and advice, as well as examples drawn from actual workplaces. After viewing this program, your experience of the new job will be much more manageable and positive.

Program Timeline

00:00:00	Introduction
00:00:53	Preparing for your first day
00:04:34	Understanding your work environment
00:08:09	Working with others
00:12:16	Dealing with conflict
00:16:34	Conclusion
00:17:47	Credits
00:18:23	End program

Website References

- www.careerbuilder.com
- www.hotjobs.com
- www.monster.com

Other Relevant Programs available from VEA

- Common Mistakes Job Seekers Make
- Getting that Job
- Ten Things not to do in Interview
- The Group Interview

Please visit our website for more relevant programs www.veavideo.com

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Student Worksheet:

Before Viewing the Program

1. What were your experiences when you started your first job, or a casual/part time job?
 - a. How much time did you spend preparing for the first day?
 - b. Was the induction/training provided by the employer satisfactory?
 - c. Did you feel comfortable during the first week in that job?
 - d. How do you think your experiences could have been improved?
 - e. What could you have done to make the experience more positive?

2. What do you think both employers and employees should do to best prepare for the first days at work?

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While Viewing the Program

1. The program begins by mentioning five things all new employees should do before starting their first job. List and explain them and provide a practical example for each.

2. During the program we are told that for new employees... “manner is being assessed, not output”. What does that mean?

3. What does induction mean when applied to the workplace?

4. Why is induction important? What is the difference between formal and informal induction? How does induction help an employee?

5. Explain why a new employee must have good listening skills?

6. List and explain the key issues employees need to know in an induction program.

7. According to the program “Employer expectations are high”. Why is this the case, and how should new employees address these high expectations?

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8. What are KPIs? How do they impact on new employees?

9. Explain what is meant by ‘There are limits to the authority a new employee has.’

10. What advice is given about Occupational Health & Safety issues at work?

11. How do “rules of employment” and the probationary period impact on a new employee?

12. What are some of the other entitlements and issues a new employee needs to know when starting at a new workplace?

13. In making a good first impression, “understanding your role” is very important. Why?

14. What is the advice the program gives to new employees about asking questions, and why do they think asking questions is important?

15. Working with others is a key component of making a good impression at a new workplace.

- a. List the key issues related to working with other people.
- b. What are the dos and don'ts in a working team environment?

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16. What does “Workplace Culture” mean? Provide three examples from the program, and explain how they affect the new employee.

17. The program mentions “protocols” in the workplace. What does this mean and what examples does the program provide?

18. Discuss the importance of building good relationships in the workplace, and achieving a balance or harmony between work and social events at work. How can this balance be achieved?

19. What are the differences and similarities between your responsibilities and your employers’ responsibilities?

20. The program discusses potential conflict in the workplace.
- a. How might these situations arise?
 - b. What advice is offered for attempting to deal with these issues? (from both the employer’s and employee’s perspective)

21. How could HRM (Human Resource Management) assist with resolving a conflict situation? Who else can assist with this?

22. Communication or lack of it, in the workplace can lead to possible conflict. Provide an example from this program and explain the situation and the consequences that arose from the situation.

23. What are possible longer-term effects of conflict in the workplace?

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24. What can an employee do to ensure that the level of conflict in the workplace is at a minimum?

25. The program mentions the difficult problem of personal issues impacting on the workplace. Provide examples from the program and the advice given on managing these issues? What should an employee do if personal issues become quite overwhelming?

26. How important is feedback for a new employee? Why can this sometimes be seen as an anxiety-provoking situation?

27. “First Impressions Last.” Explain this statement?

28. What are the key elements a new employee should address in being able to make a good first impression?

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After Viewing the Program

1. Discuss your experiences in your first job. How do the issues and advice raised and discussed by this program reflect those experiences? Would you have been better prepared if you had seen this program first?
2. Invite an employer, HRM person, Union official and a careers advisor to discuss their experiences of working with new employees in the workplace.
3. A key aspect to this program is Occupational Health & Safety.
 - a. How has this aspect of working life impacted on employers, industry and employees?
 - b. Invite local employers to discuss this in the context of recruiting and training new employees.
 - c. Have skill shortages also had an impact in this area?
4. What induction processes have been in place in your workplace situations? How do they vary, and which programs work best?
5. Are there any aspects to starting a new job that are not addressed in this program? Discuss.
6. Investigate the changes that have occurred in the last 20 years in workplaces, particularly in relation to issues concerning employing new workers. A careers advisor can assist you with this investigation.
7. In what industries are training and inducting new employees more critical than others? Explain why this is the case?
8. Visit a few local industries/employers and investigate their procedures for new employees. What advice do they give? Does it differ in any way from this program?
9. Develop your own instruction manual, script or video that outlines this program's topic: "First Impressions – Winning over Your Boss". Identify your audience and the industry areas your project is aimed at.
 - a. What should be included in the manual/script/video?
 - b. What is the main advice you wish to focus on?
 - c. Show the completed product to relevant audiences/employers and discuss the feedback you receive.
10. What do you do if you don't win over your boss, despite your best efforts? What steps can you take to continue trying? When do you decide it is time to find another workplace? Can you win everyone over? Provide any examples from your experiences that were negative or difficult, and explain how you attempted to address them.
11. There are many websites that can assist with this topic and provide useful additional advice and information, including: