



KEY STRATEGIES FOR SUCCESS AT WORK

Indian River County Chamber of Commerce
2023 Manufacturing Boot Camp
Vero Beach, FL



It's Your First Day - Start Strong !

Before you arrive - Ask questions!

- What time should I arrive?
- Who do I report to? Get their phone number!
- What identification items should I bring?
- Where should I park?
- What is appropriate dress/equipment for this position?

What to Bring on Your First Day



Documents
and ID



Notepad
and Pen



Packed
Lunch



Water
Bottle



Sweater
or Jacket



Phone
and Watch



First Impressions are Lasting Impressions

The 7/11 Rule?

In 7 seconds, people will form 11 impressions of you!

**How to Make a
Killer First Impression
at Your New Job**



- 1. Dress the part**
- 2. Arrive early**
- 3. Bring documents for onboarding**
- 4. Be Prepared with notepad and pen**
- 5. Do your research**
- 6. Reason you took the job**

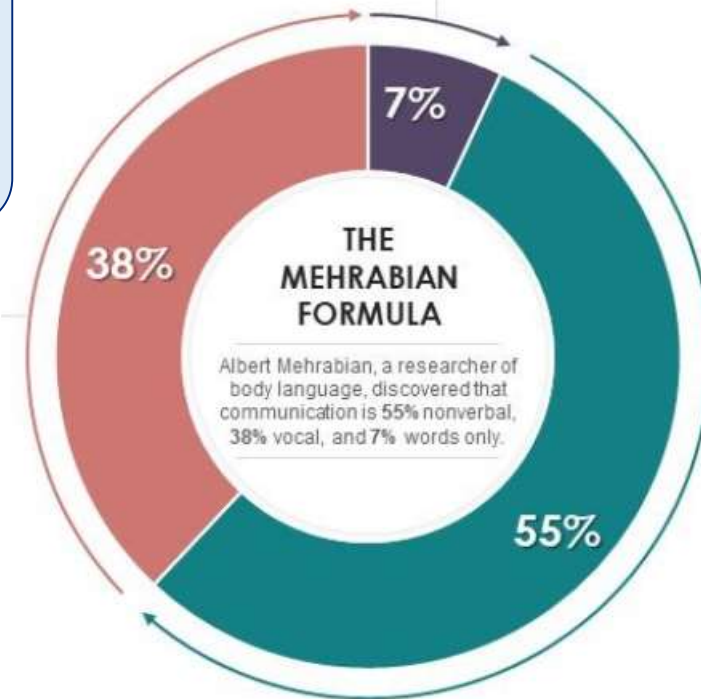


It's not about what you say, but how you say it.

Vocal (how we sound)

Tone, Pitch, Pace, Melody, Volume
Express views, feelings, thoughts
through writing, sound and words

Vary your tone and pitch.
Learn to have a melodic voice.
**Pause and pace yourself to engage
your audience.**



Verbal (what we say)

Word Choice, Message
Content

**A strong vocabulary, grammar,
idioms, accents, slang, even
acronyms are noticed!**

Visual (how we look)

Actions and body language, facial
expressions, hand gestures, eye
contact, physical proximity, and
gestures get a message across

A picture is worth a thousand words!





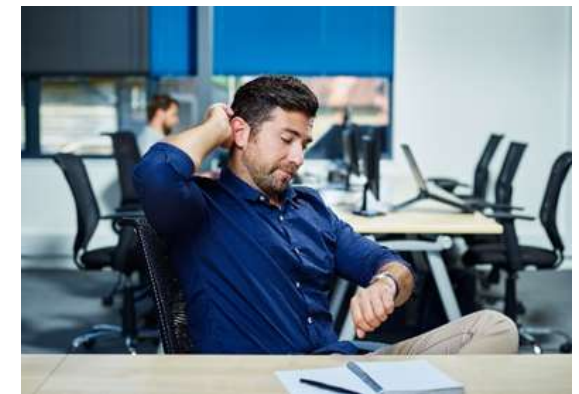
Body Language

Negative



What do you observe in these photos?

- Arms folded in front of the body
- Minimal or **tense facial expression**
- **Body turned away** from you
- **Eyes downcast**, maintaining little contact
- **Texting, fidgeting or fiddling with pens and phones**
- May be **disengaged, disinterested or unhappy**





Body Language

← **Positive**

What do you observe in these photos?

- Upright relaxed **open posture**
- Maintain good **eye contact**
- A warm **genuine smile**
- Appropriate **facial expressions**
- **Open hand** gestures match what you are saying
- **Appear engaged, confident and receptive**





Professionalism

It starts
with you!



ACCOUNTABILITY

- Be on time
- Be reliable with emphasis on quality
- Provide updates to others
- Time management of work flow

ATTITUDE

- Positive and Enthusiastic
- Tack in accepting criticism
- Polite and Appreciative
- Treat people with respect

AUDIENCE

- Perception of others is reality
- Communicate effectively
- Keep Conversations appropriate
- Use good judgement





Expectations in the Workplace

Employers expect their employees

- To be **respectful, hardworking team player**
- **Take responsibility** for their actions and behaviors
- Demonstrate strong, professional social skills and a **great work ethic**
- Have a **desire to grow**
- Be a **vital part** of the Business success

Ensuring You Meet Expectations

- Show up **prepared to work**
- Follow the company **rules and policies**
- Get a **good night's sleep**
- **Don't drink** or do drugs
- **No gum, candy, cigarettes**
- Stay **healthy**
- Be **honest and trustworthy**





Positive Work Habits

Top employees...

- The **job IS** a **priority**
- Positive '**Can-Do**' **Attitude**
- Maintain **professional demeanor** at all times
- Display **readiness to learn** and a **strong work ethic**
- **Focus** on the **customer**
- **Demonstrate teamwork**—willingness to help
- Good **Attendance and Punctuality**
- Champion **company values**





Together Everyone Achieves More

- Get to **know your colleagues**
- Keep **communication** positive
- Be **respectful**
- **Be flexible** and adapt when needed
- **Treat others the way you want to be treated**
- **Complete your work**
- Show **integrity**
- **Know when it is okay to socialize**
- **Be friendly**

A V O I D

- Gossiping/Office Drama/Conflict
- Sharing too much personal information
- Too much self promotion
- Taking short cuts
- Blaming others for your mistakes
- Taking credit for others work
- Promises you can't keep



Diversity in the Workplace

- **Intentional effort in the workplace to be diverse, equitable, and inclusive** for all employees, regardless of their race, gender, age, religion, physical abilities, sexual orientation, or other characteristics
- Accept, Value and **Respect** Differences
- Ensure a **safe, positive** and **nurturing** environment





Establishing a Professional Image

DRESS CODES
MEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual

DRESS CODES
WOMEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual

- Always dress for the occasion
- Be polite - no matter what
- Be authentic
- SMILE



Manufacturing Workwear

- Wear **casual, lightweight clothing** you don't mind **getting dirty**
 - Casual shirts, golf-type shirts, t-shirts
- **Slacks or khaki pants** and **sometimes jeans** are acceptable
- May be required to wear a **company shirt or uniform**
- **Closed shoes** - steel-toe boots, loafers, athletic shoes
- **Protective gear** - hard hat, goggles, gloves, ear plugs





Personal Grooming Matters

Hair

- **Well groomed style**, clean and away from your face
- Facial hair is trimmed/well-groomed

Nails & Make Up

- Keep make up **minimal and natural looking**
- Clean, trimmed fingernails
- Natural in style

Jewelry & Fragrances

- Be moderate
- **Avoid strong perfumes**, after shave or cologne

Tattoos & Body piercings

- Align to the company culture/standards





Communication/Networking

- **Become an Active Listener**

- Listen and prepare
- Eye Contact
- Act like you care
- Remind yourself not to interrupt
- Notify and clarify

- **Email**

- **Review** before sending for content, grammar and spelling
- **Format** appropriately CAPITAL LETTER = Shouting
- Email at work is **not private**
- **No jokes** or chain letters
- Include your **contact information**
- **Avoid Abbreviations** (LOL)

- **Social Media**

- Make **good choices** when posting
- Have **privacy settings** in place
- Be **professional**
- Join groups that are **industry related**





Go for it!



- **Understand** how the team functions and how this **connects** with you
- Be aware of **Confidentiality** and **Traditions**
- Align with **positive individuals**
- Establish **goals**
- Seek training **opportunities**
- Gain the skills for the job you **aspire** to have!





Christine Richard
Internship Coordinator, Career Services
crichard@irsc.edu
772-462-7094