



How to manage your first day at work, with confidence

Be prepared to the role you're taking

Relax

1 On the previous night before, avoid intake of junk food and alcohol. Have at least a 8-hours deep sleep so that you avoid yawning at awkward times on the first day of your work.

2

The way we dress should be appropriate to the role you are taking. So, well in advance, decide your dress code for a professional but practical. If you are unsure, ask the HR department.

Dress to impress

Trial commute

3

If you have never commuted to your work location, then do a trial run at least once during a rush hour before your date of joining.

4

Reach the place at least 15 minutes before the scheduled time. But wait until the time you were asked to arrive and then enter the building. Being on time shows your serfiveness.

Show up early, but enter on time

Do not deny lunch

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If you are offered to have lunch with your co-workers or your boss, do not turndown. It is important to show that you are excited and are ready to mingle your new team. Save your packed lunch for another day.

6

Put your mobile phone on silent mode. You have to make sure that your phone should neither distract you nor disturb others, especially on your first day.

Phones down



Elevator pitch

7

Be prepared to deliver a 30-second explainer about yourself. This includes who you are, where you're from, your previous workplace and the roles and responsibilities you would be assuming in your new position.

8

Introduce yourself to as many people as possible on your first day. It would be much easier for you to get in touch with anyone citing your newness in the office as a reason.

Do away with your shyness

Associate with the right ones

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In any kind of work environment, you will find office politics and cliques. You will also find people who blend well with the management. You should be able to figure out the right bunch of people and mingle with them to advance your network and professional relationships.

10

If you begin to demonstrate your friendliness and approachable nature to your colleagues from the very first day, you will soon establish trust, which is vital to building good relationships.

Be approachable

Pay attention to your body language

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Your body language comprises of the majority of your communication, not just at the workplace but anywhere for that matter. Self-assess the way you communicate with others by observing the other persons' reactions and make sure that they are comfortable around you.

12

As a new employee, you would typically feel the urge to hear good things about you from people you have just met. But do not put too much pressure on yourself to impress every person you meet. Be casual and act natural.

Don't try too hard

Bonus Tips:

Don't get too personal

You might feel like you have built an exceptional rapport with your colleagues on your first day in the workplace. This does not mean that you pry into their personal lives. Likewise, don't divulge all your personal details to your new team on the first day.

Leave with a good attitude

The first day at your new job might not turn out the way you expected. But there's always a tomorrow. So don't be too hard on yourself if it doesn't end flawlessly.