

08

TIPS FOR SURVIVING CO-OP DAY ONE



NOTEBOOK



WATER
BOTTLE



LUNCH



CASH
(Just in case)

WHAT YOU'LL NEED

01

WAKE UP EARLY

- Give yourself more than enough time to eat a wholesome breakfast
- Check the weather to avoid weather-related clothing mishaps or transportation disasters

PRO-TIP: Plan your outfit the night before!

02

EXTRA TRAVEL TIME

- Plan extra travel time to get to where you need to go so that any unforeseen delays (late buses, rush hour traffic, stuck behind a train, run out of gas, difficulties finding parking) won't be a problem

PRO-TIP: Aim to arrive at least 10 minutes early!

03

PRACTISE YOUR INTRODUCTIONS

- Create a 30-second elevator pitch to briefly explain a little bit about yourself when you are meeting new people in the workplace
- Be prepared to answer questions like "What is your role going to be?" and "What are you studying?"
- Be engaged and try to get to know others, ask them questions about what their role is
- Knowing people's names and following up on previous conversations can help you build strong relationships

04

LISTEN & OBSERVE

- Watch how your manager and coworkers interact - are they casual or more formal in conversation?
- How do people dress: casual, business casual or formal?
- Use what you see and hear to help you fit in

05

TEAM MEETINGS

- You might be invited to a team meeting - just listen and take notes
- If you have questions, don't be afraid to speak up

PRO-TIP: Pay a visit to the washroom beforehand and be sure to bring water with you into the meeting (you never know how long the meeting will be)

06

LUNCH INVITES

- If you're invited to lunch with your manager or coworkers, go!
- It's important to show you're ready to mingle with your new team - save your packed lunch for another day

07

TAKE NOTES

- Take notes to keep track of your tasks (and later, your contributions) - this will help you build your resume and portfolio

08

REFLECT

- Reflect on the day and what you've learned when you get home