

# Your First 90 Days

Succeeding in the workplace



**MDCWORKS**



# **ACTIVITY: THINK LIKE AN EMPLOYER**

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# Employers look for...



1. Effective Communication
2. Problem Solving & Decision Making
3. Professionalism
4. Positive Attitude
5. Adaptable to Change
6. Honesty & Integrity
7. Willingness to Learn
8. Creativity
9. Teamwork
10. Computer Literacy

# Communication

**Effective** communication includes:

- Written
- Nonverbal
- Verbal

## 5 TIPS FOR EFFECTIVE COMMUNICATION



1. **COMMUNICATE** RELENTLESSLY.
2. **SIMPLIFY** AND BE DIRECT.
3. **LISTEN** AND ENCOURAGE INPUT.
4. **ILLUSTRATE** THROUGH STORIES.
5. **AFFIRM** WITH ACTIONS

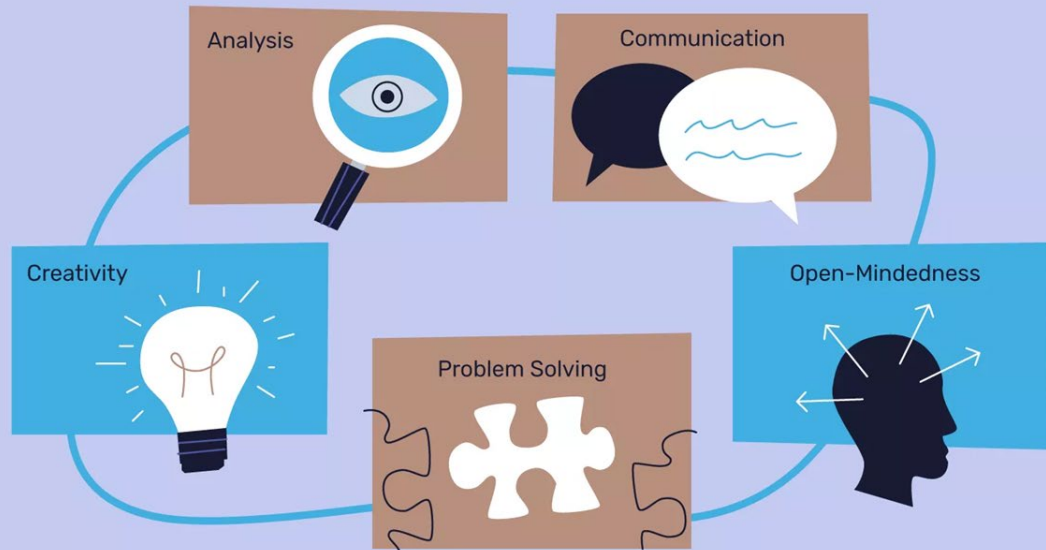
### Elements of Effective Communication:

Clear and Concise  
Friendly  
Confident  
Empathetic

Open-Minded  
Respectful  
Receives Feedback

# Conflict/Resolution

## Critical Thinking Skills



the balance

## Six Step Process:

1. Clarify what the disagreement is.
2. Address the issue do not attack the person.
3. Establish a common goal for both parties.
4. Discuss ways to meet the common goal.
5. Determine the barriers to the common goal.
6. Ask both parties what they think is the best way to resolve the conflict.
7. Acknowledge the agreed upon solution and determine the responsibilities each party has and next steps in the resolution to clarify expectations.

# Integrity & Honesty

People who have integrity:


- Arrive on time, professionally dressed ready to work
- Do 100% complete work
- Ask questions for clarification
- Work well with little or no supervision
- Do what they say they are going to do consistently
- Meet deadlines



Integrity is doing the right thing,  
even when no one is watching.

C.S. Lewis

# Positive Attitude



A POSITIVE ATTITUDE GIVES YOU  
**POWER OVER YOUR CIRCUMSTANCES**  
INSTEAD OF YOUR CIRCUMSTANCES  
HAVING POWER OVER YOU.

Employees who exhibit a positive attitude:

- Smile at co-workers and customers
- ‘Can-do’ attitude
- Find ways to assist others
- Do not take things personally
- Are proactive, not reactive
- Understand that others opinions do not define your reality

# Computer Skills



Some common computer skills employers look for include:

- Microsoft Office Suite: Word, PowerPoint, Excel
- Analytics
- Social Media
- Graphic Design, Videography and Editing
- Spreadsheets & Reports
- Email Communication
- Marketing Automation
- Data Mining



# Professionalism

Employees who are professional:

- Are dressed professional and well groomed
- Respectful and thoughtful in their words and actions
- Create an inclusive environment where others feel welcomed
- Can speak in detail and answer questions about their company and competitors with ease
- Go above and beyond to provide excellent customer service
- Do not gossip



# Adaptable to Change

Employees who are adaptable:

- Accept their feelings and thoughts to move forward
- Always look for the opportunity in every situation
- Are open to trying new ways of doing things
- Allow others to contribute to them
- Are open-minded and maintain a state of wonder about the world around them
- Are grateful for new opportunities to develop



# Teamwork



Employees who understand teamwork:

- Possess the ability to understand how to connect with different personality types
- Leverage each persons strengths to accomplish common goals in a timely manner
- Encourage others to contribute and participate
- Support their team members to achieve goals
- Understand how the work you are doing impacts your team members
- Ask for help

# Creativity & Innovation

Candidates with creativity:

- Suggest new ways of doing business to improve/streamline complex processes, increase sales, recognize opportunities for growth or better serve the community.
- Provide professional and aesthetically pleasing work materials
- Offer a unique point of view and variety of service delivery options
- Collaborate with others to implement ideas into reality
- Are comfortable solving problems as they go

“Creativity is thinking up new things. Innovation is doing new things.”

Theodore Levitt



# Willing to Learn

Employees who are willing to learn, exhibit:

- Initiative and make things happen
- Are self-motivated
- Solve problems for their organization
- Add more value because they are willing to learn a new skill
- Develop themselves as leaders by taking on new responsibilities
- Build their resumes and experience faster preparing them for career advancement



# 30 Days – The Learning Stage

- ❑ Know the mission and vision statement and core values
- ❑ Understand your boss's expectations of you
- ❑ Begin forming professional relationships with coworkers
- ❑ Learn about the company culture, customers, and competitors
- ❑ Ask questions



# 60 Days – Adding the Y-O-U



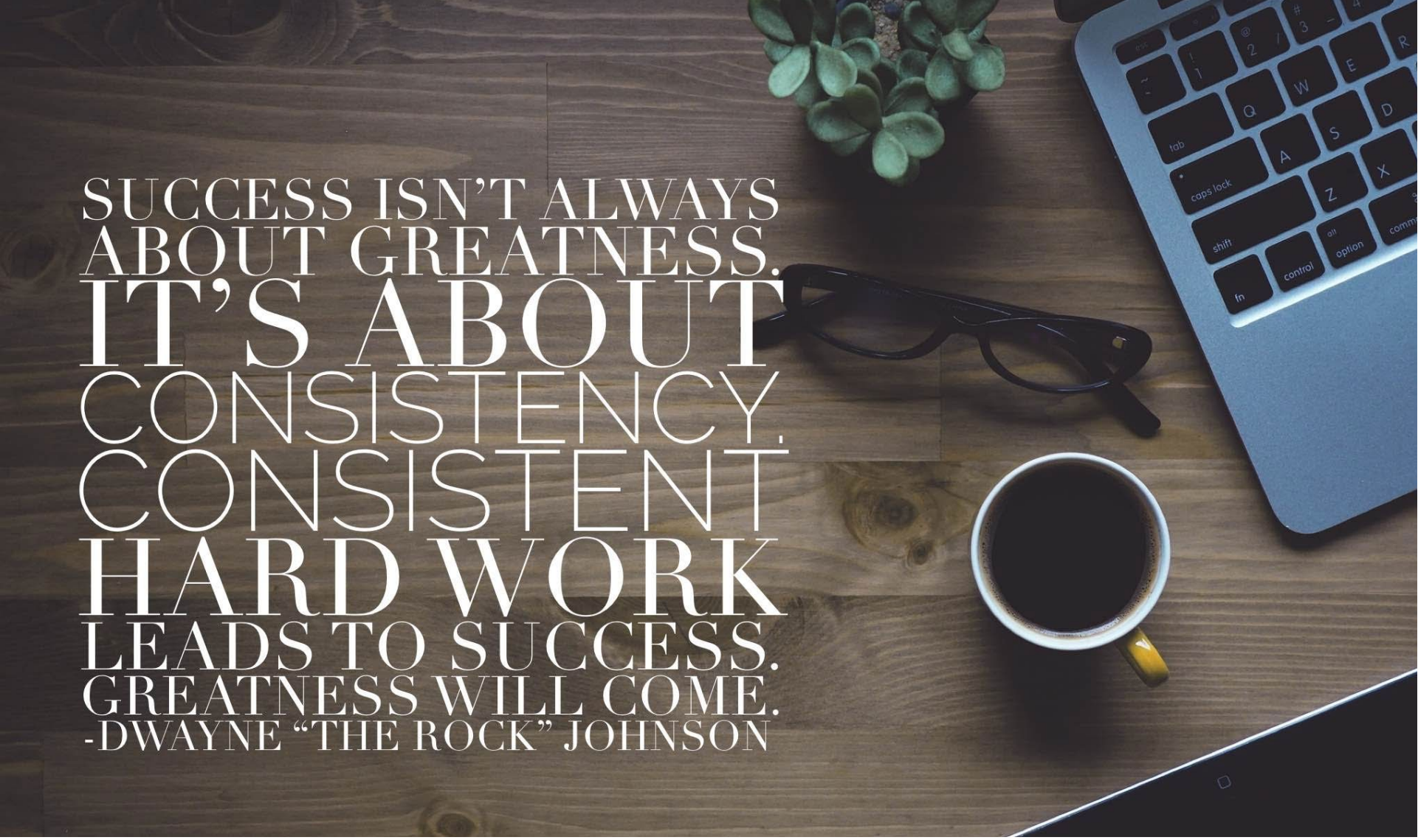
- ❑ Begin building your own personal brand within the company by showcasing what you do well.
- ❑ Brainstorm the ways in which your ideas can accelerate company growth.
- ❑ Be an effective communicator by listening, being open and contributing to the conversation.
- ❑ Become more versatile by taking on some tasks outside of your set responsibilities.
- ❑ Make sure you are prioritizing and completing your boss's expectations of you before everything else.

# 90 Days – The Transformation Stage



- ❑ Write down ideas that you have to improve processes, increase sales and suggest solutions
- ❑ Schedule a meeting with your supervisor for your 90 day review so that you can share your ideas and receive feedback on your performance
- ❑ Analyze the growth in your network and get to know your co-workers better
- ❑ Look into broadening your horizons by getting more involved in your office or community
- ❑ Reward yourself for your progress



A top-down view of a wooden desk. On the right side, there is a silver laptop with a black keyboard. In the center, a pair of black-rimmed glasses lies horizontally. Below the glasses is a white coffee cup with a yellow handle, filled with dark coffee. In the top right corner, there is a small green succulent in a pot. The background is a dark wood grain.

SUCCESS ISN'T ALWAYS  
ABOUT GREATNESS.  
IT'S ABOUT  
CONSISTENCY.  
CONSISTENT  
HARD WORK  
LEADS TO SUCCESS.  
GREATNESS WILL COME.  
-DWAYNE "THE ROCK" JOHNSON

# MDCWORKS

Assists you with:

- Preparing a resume and cover letter
- Preparing for interviews
- Networking skills and opportunities
- Creating a LinkedIn profile and professional photo
- Connecting with employers
- Applying for internships and jobs
- Researching employers
- Accessing resources

Launch your career today!  
To make an appointment:

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