Career Prep 9:
Understanding the Workplace
Course Description & Learning Objectives

Overview

Searching for open positions, formatting your resume to fit a position, and preparing for an interview are all time-consuming activities, and for some, can also be quite stressful. Although the wait can be nerve-wracking, once you hear, "You're hired" or "We'd like to offer you a position", there can be quite an exciting rush of success, empowerment, and joy that may overcome you. After the stress decreases and excitement increases, what's next?

This unit will discuss the workplace in general, including tiers of possible company hierarchies, human resources, workplace laws, and more. Learning more about the workplace, company culture, colleagues, commuting, and gaining a greater understanding of job descriptions can assist you in your transition into a new position. The focus is to ensure that you generally know what to expect before your first day of work.

You are most likely going to spend countless hours preparing for an entry-level position that will lead you towards the position of your dreams. However, can you imagine that it sometimes only takes seconds to lose a position if you do or say the wrong thing? Yes, seconds.

In this unit, we will talk about the essential soft skills that are necessary to function in the workplace. It doesn't matter if you have attained a 4-year degree, or maybe even a master's degree, if you do not have the appropriate social skills or emotional intelligence to be successful at working with others.

The workplace can be daunting, especially during the first few weeks, and many questions may be running through your head:

- What are the expectations of my supervisor?
- Where do I clock in or register the time that I have worked?
- How long before I get my first paycheck?
- What is the difference between hourly and salary workers?

In this section, we hope to give you insight into all these questions and more to help you prepare for the working life ahead of you.