 **1st Evening Vocational High School of Trikala**

**School Year 2019 – 2020**

**Economy and Administration**

**FIRST DAY IN THE OFFICE**

People are becoming nervous on their first day in the office. It may take some time to make themselves familiar with the new people or the environment. Always keep in mind that the positive impression in the office may turn into the long-term perception.

**Introduce Yourself**

Introduce yourself confidently in a proper manner. This small step will help you develop a relationship with co-workers and let them know you’re part of the team. Sometimes your first day at work is both an introduction and a declaration.

**Don’t Get Nervous**

Do not get nervous and start your work with confidence! Try to complete it in a given time period. Always do your work with a positive attitude.

**Don’t Try to be Over Smart**

When your boss assigns you a task, do not react like an over smart person because quite often overconfidence is the reason for failure. Achieve positive results by developing the ability to work along with others. It will surely enhance your knowledge and working efficiency.

**Be Natural**

Always behave naturally and be polite to your teammates and team leader. It is the best way to earn their trust. Natural behaviour will enhance your personal and professional level in the corporate sector.

**Frequently Ask Questions**

Although the first day really is more about listening, you can and should ask questions when necessary. Try to demonstrate your curiosity and desire to learn but beware of asking too many questions on the first day. You have plenty of time to master the job.

**Reaching Office Early Shows Eagerness**

Try to reach the office 15 minutes early, or at least reach on time. After entering the office visit HR or your Boss. Show enthusiasm in whatever they assign to you. It shows your willingness to work in the office.

**Keep Your Cell Phone Off**

It is your first day in office and the first impression is all that matters. The cell phone interruption during work shows unprofessional attitude towards your job.

**Keep organized**

Your first day at work will bring you in contact with multiple people from your team or groups across the firm. It’s important to stay organized from the first day. Write down information, make relevant to-do lists, and jot questions.

If a notebook and pen are not your style, use apps to streamline your tasks.

Some ideas:

***Trello***: This is a great app to work on projects and share within the team.

***Any.do***: It helps to categorize your tasks as - Today, Tomorrow, and Upcoming.

***Evernote***: Take notes using Evernote to file away all the incoming data.

***Google Assistant***: Ask your assistant to remember some things for you!

**Avoid office gossip**

Taking part in office gossips and rumors is a strict no-no. Not only is gossip distasteful, it also reflects your level of thinking. If someone in your team discusses something that sounds like gossip, you can focus on your work or take a coffee break. If you are asked for your opinion, you can politely refuse to discuss further.

**Adapt to the company culture**

You can be an experienced person and know how to do the assigned work, but listening carefully and trying to follow instructions shows your professionalism. There can be reasons which make their method unique and clear than what you already know.

**Pay attention to how decisions are made**

Learn the decision-making process. For example *ad hoc*, which means that decisions are made after an event occurs, and *ex ante*, which means they are made before an event. This will help you understand how you will build your own attitude and mindset.

**Most of all keep smiling**

Don't forget to be happy and enjoy the moment! Your co-workers will remember!

**VOCABULARY**

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| --- | --- |
| REFLEXIVE PRONOUNS = αυτοπαθείς αντωνυμίες  myself = τον εαυτό μου  yourself = τον εαυτό σου  himself = τον εαυτό του  herself = τον εαυτό της  itself = τον εαυτό του  ourselves = τον εαυτό μας  yourselves = τον εαυτό σας  themselves = τον εαυτό τους  ΣΗΜ.:  Τις χρησιμοποιούμε σαν άμεσο αντικείμενο όταν αυτό είναι ίδιο με το υποκείμενο  e.g. I am teaching myself to play the piano.  Be careful with that knife. You might cut yourself.  Επίσης για έμφαση:  You are old enough to wash yourself.  I baked the bread myself.  Σαν έμμεσο αντικείμενο όταν αυτό είναι ίδιο με το υποκείμενο.  We’ve brought ourselves something to eat.  Με προθέσεις  She walked home by herself.  He lived by himself in an enormous house.  They had to cook for themselves.  make myself familiar with = εξοικειώνομαι με  introduce myself = συστήνομαι  confidently = με αυτοπεποίθηση  make a positive impression = κάνω καλή/θετική εντύπωση  turn into … = μετατρέπομαι σε …  long-term = μακροπρόθεσμος  perception = αντίληψη, εντύπωση, εικόνα  develop = αναπτύσσω –ομαι, εξελίσσω -ομαι, βελτιώνω  in a proper manner =με κατάλληλο τρόπο  relationship = σχέση  co-workers = συνεργάτης -ιδα  let someone know = ενημερώνω κάποιον  introduction = εισαγωγή, πρόλογος, συστάσεις  declaration = δήλωση  get nervous = γίνομαι νευρικός, αγχώνομαι | confidence = αυτοπεποίθηση  confident = ο έχων αυτοπεποίθηση  positive = θετικός  negative = αρνητικός  attitude = στάση (προσωπική)  assign = αναθέτω  assignment = ανάθεση  assigned work = εργασία που μας έχει ανατεθεί  a task = ένα καθήκον, μια αποστολή, μια εργασία/δουλειά  react = αντιδρώ  oversmart = εξυπνάκιας  overconfidence = υπερβολική αυτοπεποίθηση  reason = λόγος, λογική  failure = αποτυχία  achieve = επιτυγχάνω  achievement = κατόρθωμα, επίτευγμα, επιτυχία  results = αποτελέσματα  ability = ικανότητα  along with = μαζί με  enhance = βελτιώνω (improve)  enhancement = βελτίωση (improvement)  efficiency = αποδοτικότητα  earn someone’s trust = κερδίζω την εμπιστοσύνη  corporate sector = εταιρικός τομέας  can and should = μπορώ και πρέπει  demonstrate = επιδεικνύω, παρουσιάζω  curiosity = περιέργεια  desire = επιθυμία  beware of = προσέχω  master a job = μαθαίνω μια εργασία άριστα  eagerness = ενθουσιασμός, προθυμία  HR = Human Resource = Ανθρώπινο Δυναμικό  willingness = προθυμία  interrupt = διακόπτω  jot down = σημειώνω  streamline = βελτιστοποιώ, κάνω πιο αποδοτικό  avoid = αποφεύγω  gossip = κουτσομπολιό, κουτσομπολεύω  rumour = φήμη  take part in = συμμετέχω  strict = αυστηρός |
| Not only + αντιστροφή υποκειμένου και ρήματος για έμφαση :  e.g. Not only is he clever, he’s also very polite.  distasteful = κακόγουστος, προσβλητικός  reflect = αντανακλώ  it sounds like … = ακούγεται σαν…..  focus on …. = εστιάζω, συγκεντρώνομαι σε…  take a break = κάνω διάλειμμα  adapt = προσαρμόζομαι  follow instructions = ακολουθώ οδηγίες  professionalism = επαγγελματισμός  make decisions = παίρνω αποφάσεις  process = διαδικασία  ad hoc = γι’ αυτό τον σκοπό, για τον συγκεκριμένο σκοπό  ex ante = εκ των προτέρων  mindset = νοοτροπία, στάση |  |