

Work Placement – Tips for Success

Work Placements can be stressful, especially if you are not prepared. The following are a few tips to help you manage your work placement.

Prepare

- ! Plan your travel. How will you get there? If you are driving where will you park? Is it paid parking? It's a good idea to do a practise trip a day or so before.
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- ! If there is no specified uniform and you are feeling unsure then ask a teacher for help. On your first day, it's better to be slightly more formal than too casually dressed. From your second day onwards dress similarly to the coworkers performing the same duties.
- ! Try to get a good night's sleep.
- ! Have a good breakfast.
- ! Take your lunch and place it in a cooler bag before you leave. Complete all of the tasks you would for your family and friends. Let them know how important this work placement is for you and ask them to help you if you need it.

Communication

Listen- Listen well and show interest.

Practise your handshake. A firm handshake with eye contact is an easy way to make a good first impression.

Ask questions - If you are not sure what you should be doing, ask, "What would you like me to do?" or "How can I help?" Questions are expected from students on placement and show the supervisor your enthusiasm. In Australia, if here?"

Smile– it's an easy way to make a good first impression.
Positive and thankful Be polite and display a positive attitude.

Check your thinking

It's perfectly normal to be nervous Remember everyone at work has had a first day and felt nervous.

You could say to your supervisor or workers something like: "This is my first work placement and I'm feeling nervous because I really want to do well. I may need to ask you a lot of questions and please let me know if you'd like me to do something differently."

Everyone makes mistakes Take ownership of your mistakes, apologise and move forward with more knowledge and experience. Try not to be overly self-critical as this serves no purpose and may slow down your learning.

Accepting critical feedback is part of the learning process and part of being a professional. Accept the feedback gratefully and ask clarifying questions to enhance your learning. See feedback as an opportunity to improve yourself and try not to take it personally.