

CONGRATULATIONS YOU HAVE BEEN SUCCESSFUL: FIRST WEEK SURVIVAL GUIDE



Your first week is all about settling in, learning the basics, and building confidence. You are not expected to know everything yet. So, ask questions and remember that every task you try is helping you grow.



1. BE PREPARED EVERY DAY

- Plan your journey the night before
- Aim to arrive early (10–15 minutes is ideal)
- Bring anything you've been asked for (ID, notebook, etc.)
- Dress appropriately for your workplace



2. ASK QUESTIONS (LOTS OF THEM!)

- If you're unsure, ask straight away
- There are no "silly" questions
- Asking shows confidence and willingness to learn

WRITE QUESTIONS DOWN AS THEY COME UP SO YOU DON'T FORGET THEM.



3. OBSERVE AND LEARN

- Watch how others communicate and work
- Learn routines, systems, and expectations
- Take notes if helpful
- Don't rush – your first week is about understanding



4. MAKE A POSITIVE IMPRESSION

- Be polite, respectful, and friendly
- Listen carefully and follow instructions
- Turn up on time and stay engaged
- Show enthusiasm, even if you feel nervous



5. IT'S OK NOT TO KNOW EVERYTHING

- Everyone was new once
- Mistakes are part of learning
- Focus on progress, not perfection