

## INSTRUCTION FOR MENTOR

### 5. Theme            “Successful adaptation in a new work place”

#### Exercise no. 9. Quiz “Tips for successful adaptation”

---

*Adapted according to the learning video film created during the project “Socialines atskirties mazinimo priemoniu pletra LDRMT sistemoje”*

#### Aim of the exercise

- To know what to do in order to successfully adapt in the new work place.

#### Description

Here are some questions based on the preparation for the first days at work with possible answers provided. The comments on correct and incorrect answers give mentees some ideas how to adapt at a new work place.

**Expected duration:** 45 min.

#### Steps for performing the exercise:

1. Mentor introduces the exercise to the mentees and explains the aim of the exercise.
2. Mentor explains how to perform an exercise and handles the handouts to the mentees.
3. Mentees perform an exercise individually.
4. Mentor interprets the results of the exercise to the mentees: he/she explains which answers are correct or incorrect.
5. Each mentee comments her/his results.
6. Common discussion in the group is held on these questions:
  - What aspects are important for successful adaptation in a new workplace?
  - What is recommended to do and what behaviour would be a mistake?
  - Would you like to share your experience about the successful adaptation in a new workplace?

## INSTRUCTION FOR MENTOR

### 5. Theme "Successful adaptation in a new work place"

#### Exercise no. 9. Quiz "Tips for successful adaptation"

---

#### HANDOUTS FOR MENTEES

##### Task for mentee:

There are some questions and possible answers below. Please read each questions and the possible answers and decide which of the answers is correct.  
Choose the correct answer (a, b or c, d, e). Mark your selection.

#### 1. How should you prepare for the first day?

- a. Put on your best clothes in order to make a good impression for the colleagues
- b. Take the documents necessary for getting employed
- c. Wear scent in order to avoid bad smell (you will definitely be nervous for the day or so)

#### 2. When do you have to come to work for the first day?

- a. Come an hour earlier – it will be quiet and you can sneak around
- b. Come 10 minutes earlier or on time
- c. You can be 10 minutes or bit more late – anyway, you won't do much work today

#### 3. What else do you need to know for the first day?

- a. Whom you have to see.
- b. What are your responsibilities?
- c. What are the company working hours?

#### 4. What to do and how to talk to yourself in order not to be too nervous?

- a. The employer overestimated me, I am not sure if I am the right person...
- b. Have a shot in order not to be nervous
- c. The employer made the best choice selecting you – Prove it!

## INSTRUCTION FOR MENTOR

### 5. Theme            “Successful adaptation in a new work place”

#### Exercise no. 9. Quiz “Tips for successful adaptation”

---

**5. How to make a good impression for your colleagues?**

- a. Introduce yourself to others, talk less, listen more
- b. Tell them as much as you can about yourself and try to make friends at once
- c. People like to help new people – tell them your personal problems
- d. I am the one selected. Why should I try to make a good impression for other people

**6. How to act at work for the first weeks:**

- a. Suggest other kind of doing things – you are new, so let the new wind blow
- b. Be polite and try to be friendly, but avoid backbiting
- c. Be open and very friendly – you have to make friends

**7. There are a lot of things you should do or should not do that help you to successfully adapt at a new work place. Which one of the following actions should be avoided?**

- a. Ask for help when needed. People like to help new people
  - b. Try to remember the names of colleagues
  - c. Try to mention things, people or processes from your previous company
  - d. Each company has its own rules – try to find out about them
  - e. Try to find out what you are expected to do
-

## INSTRUCTION FOR MENTOR

### 5. Theme "Successful adaptation in a new work place"

#### Exercise no. 9. Quiz "Tips for successful adaptation"

---

##### Results:

##### Task for mentor:

Below you will find explanation of the results: which answers are correct and which are not, also the interpretation of the answers. Please explain the results to the mentees.

##### 1. Answers:

- a – Please reconsider your answer. You have to be neat but not fancy – try to wear classic and clean clothes, but not the ones which are dedicated for celebration. Could you find a better answer?
- b – Yes, correct. You have to have documents necessary for getting employed. It is also important to wear classic and clean clothes - you have to be neat, but not fancy.
- c – Please reconsider your answer. Too much perfume may annoy other people. Could you find a better answer?

##### 2. Answers:

- a. Please reconsider your answer. If you come to work too early or you are late, it won't make a good impression. On the contrary, if you come too early the employer may think that you want to carry favour with him/her or that you will always come to work much earlier. Could you find a better answer?
- b. Yes, correct. Coming in 10 minutes earlier or in time doesn't leave you time to get stressed and makes a good first impression.
- c. Please reconsider your answer. If you come to work too early or you are late, it won't make a good impression. On the contrary, the employer may think that you'll always come to work like this. Could you find a better answer?

##### 3. Answers:

- a. Yes, correct. On the first day you have to know when and where to come and who you are supposed to see.
- b. Please reconsider your answer. On the first day you have to know when and where to come and who you are supposed to see. The other information could be found out later, probably on the first day or first week. Could you find a better answer?
- c. Please reconsider your answer. On the first day you have to know when and where to come and who you are supposed to see. The employer might ask you to come in later or earlier for the first day, especially if the company working hours are not typical. Could you find a better answer?

## INSTRUCTION FOR MENTOR

### 5. Theme "Successful adaptation in a new work place"

#### Exercise no. 9. Quiz "Tips for successful adaptation"

---

##### 4. Answers:

- a. Please reconsider your answer. If the new employer had believed in you, you also have to. Talking like this to you will only make you feel more nervous. Could you find a better answer?
- b. Please reconsider your answer. This could also be your last day at work⊗ Could you find a better answer?
- c. Yes, correct. Believe in yourself! If you do, everyone also will. Just be friendly and yourself, and everything will be ok.

##### 5. Answers:

- a. Yes, correct. Be friendly and introduce yourself to others. This is a good chance to get connections and make friendships, however friendships don't happen quickly, so don't talk too much and listen more.
- b. Please reconsider your answer. You should be friendly, it is a good chance to get connections and make friendships, however friendships don't make fast, so don't talk too much and listen more. Could you find a better answer?
- c. Please reconsider your answer. People like to help new people, but it is more related to working issues, and not personal problems. So be friendly, but do not tell your personal problems for the first weeks. Could you find a better answer?
- d. Please reconsider your answer. It is good to believe in yourself, but positive atmosphere and relationships at work are very important. You don't have to make friends at once, but it's necessary to be nice and friendly at work as you spend a lot of time with these people. Could you find a better answer?

##### 6. Answers:

- a. Please reconsider your answer. You are a new person, but changes are made gradually, so don't start changing everything at once! If you used to do things differently, it doesn't mean that your way is perfect. It takes about three months to get to know things are done, when your changes could be suggested. Could you find a better answer?
- b. Yes, correct. No one likes people who are backbiting. It is especially avoided at the workplace.
- c. Please reconsider your answer. You should not be too open during the first few weeks – there could be various people working and you might be hurt. Friendships are made gradually, so you should not hurry by telling everything about yourself to your colleagues. Could you find a better answer?

## INSTRUCTION FOR MENTOR

### 5. Theme            “Successful adaptation in a new work place”

#### Exercise no. 9. Quiz “Tips for successful adaptation”

---

##### 7. Answers:

- a. Please reconsider your answer. It is important to ask for help when needed in order to proceed with your work. People like to help new people and the communication can help you to adapt at a new workplace. Could you find a better answer?
- b. Please reconsider your answer. When you remember the names of the colleagues, they feel more respected, so this is important for your successful adaptation at a new workplace. Could you find a better answer?
- c. Yes, correct. If you mention things, people or processes from your previous company, your new colleagues may think that you like the other company more and this will not help your successful adaptation.
- d. Please reconsider your answer. It is important for successful adaptation to find out the company rules as they will tell you what should be avoided. Could you find a better answer?
- e. Please reconsider your answer. It is important for successful adaptation to find out your responsibilities and not try being responsible for everything. Could you find a better answer?

Remember - It takes at least 3 months to get to know the company – take your time.