

connecting people to
POSSIBILITIES

OCtech Career Services

Workshop 04:

"From Campus to Career: Navigating the Workplace with Confidence"



Objective:

Career learners will gain the knowledge, strategies, and confidence needed to successfully transition from campus life to the professional workplace by developing essential soft skills, understanding workplace expectations, and building a proactive career mindset.

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Transitioning from campus to the professional workplace requires more than just landing a job—it calls for a mindset shift.

In college, success is often measured by **class participation**, **completing assignments**, and **following a set schedule**.

In the workplace, however, expectations are centered around **performance**, **results**, and **accountability**.

- Communication should always be clear, respectful, and professional—whether in emails, team meetings, or casual conversations.
- Employers value employees who can listen actively, contribute thoughtfully, and adapt their communication style based on the audience.
- Being mindful of your digital impression, including email tone and **social media activity**, is essential in maintaining a professional image.

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Although the position **requires only two hires**, all of the candidates submitted impressive resumes and performed well in their interviews. After conducting further research and evaluation, you now face the decision of selecting the most suitable individual for the role based on overall qualifications and fit. **Who will you call to return? Explain.**

02:00

"My wife has been away a lot lately, so I've been with the kids full-time—and she took the car again. It's been a lot to juggle, but I'm grateful to have a job lined up back home in three months."

"It's a beautiful day—perfect for grabbing a coffee and walking my dog. Taking it easy today, so no meet-up with the fellas this time. Things got a little wild last time at the bar!"

"Back at the gym today—keeping up with self-care. Hoping to sneak in some reading time before the jazz concert tonight."

"I'm heading to my sister's wedding next week, so I'll need to put in for three days off. I love any chance to travel! Also, I received great feedback on my recent project—something I'm excited to bring into my new role."



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Top Soft Skills Employers Look For:

Communication

- Clearly expressing ideas verbally and in writing
- Active listening and appropriate body language

Teamwork & Collaboration

- Working well with others to achieve a common goal
- Being open to feedback and diverse perspectives

Adaptability

- Staying flexible in changing environments
- Learning new tools or processes quickly

Problem-Solving

- Identifying issues and thinking critically to find solutions
- Making decisions with confidence

Time Management

- Prioritizing tasks and meeting deadlines
- Managing workload efficiently without supervision

Work Ethic

- Being reliable, responsible, and committed to doing your best
- Showing initiative and persistence

Emotional Intelligence

- Understanding and managing your own emotions
- Recognizing and responding to others' emotions with empathy

Leadership

- Motivating others and guiding a team
- Taking responsibility and setting a good example

Critical Thinking

- Analyzing information objectively
- Making reasoned judgments and evaluations

Interpersonal Skills

- Building positive relationships in the workplace
- Navigating conflict professionally

Soft skills are the people skills that help you work well with others, like talking clearly, being a good teammate, and staying calm when things change.

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Workplace expectations refer to the standards of behavior, performance, and professionalism that employees are expected to follow on the job.

This includes **being punctual**, communicating respectfully, **meeting deadlines**, working well with others, and demonstrating a strong work ethic.

Understanding and meeting these expectations helps build trust and success in any professional environment.

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Communicating Negative:

- **"That's not my job."**
 - Comes off as uncooperative or unwilling to help.
- **"We've always done it this way."**
 - Implies resistance to change or innovation.
- **"I guess I'll do it since no one else will."**
 - Suggests resentment or lack of teamwork.
- **"They never listen to ideas from the staff."**
 - Reflects a lack of trust or value in employees' input.
- **"Management has no idea what's going on down here."**
 - Undermines leadership and creates division.
- **"That's above my pay grade."**
 - May sound dismissive or sarcastic.
- **"I don't get paid enough for this."**
 - Indicates dissatisfaction and burnout.
- **"You should've known that already."**
 - Can come off as condescending or critical.
- **"We'll see how long they last."**
 - Implies doubt in someone's ability or longevity.
- **"Good luck getting that approved."**
 - Suggests pessimism and lack of support.

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Communicating Positive:

- **"I'm happy to help—just let me know what you need."**
 - Shows teamwork and willingness to support.
- **"Let's find a way to make this work."**
 - Encourages collaboration and problem-solving.
- **"That's a great idea—let's explore it further."**
 - Validates contributions and invites innovation.
- **"Thanks for bringing that to my attention."**
 - Demonstrates openness and appreciation for feedback.
- **"I appreciate your hard work on this project."**
 - Recognizes effort and boosts morale.
- **"Let's schedule some time to talk through this."**
 - Promotes open communication and planning.
- **"That's a great learning opportunity."**
 - Turns mistakes or challenges into growth moments.
- **"I can take care of that."**
 - Expresses initiative and reliability.
- **"We're making great progress—keep it up!"**
 - Encourages momentum and motivation.
- **"Your input really made a difference."**
 - Highlights individual impact and value.

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Developing a growth-oriented mindset can help ease the transition.

Building strong relationships with coworkers, showing appreciation, and demonstrating a willingness to contribute beyond your job description will set you apart as a valuable member of any team.

Navigating the workplace means learning how to act professionally, communicate clearly, and work well with others to succeed on the job. It includes understanding company rules, showing respect, asking questions when needed, and staying open to feedback so you can grow and do your best.

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Match the Definitions

- A. means following set rules or using proper language, often used in school, work, or professional settings.
- B. is more casual, like how you talk with friends or family, and doesn't follow strict rules.

Formal _____

Informal _____

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Formal vs. Informal

Formal means following set rules or using proper language, often used in school, work, or professional settings.

Informal is more casual, like how you talk with friends or family, and doesn't follow strict rules.

Example:

- **Formal:** "Good morning, how may I help you today?"
- **Informal:** "Hey, what's up?"



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Workshop Credit:

To receive your certificate, you must complete the Career Services workshop assessment and score at least 70%.

<https://forms.office.com/r/YDMG0GWr5E>

If you need further assistance, please feel free to contact me using the information below.

Thank you!



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