

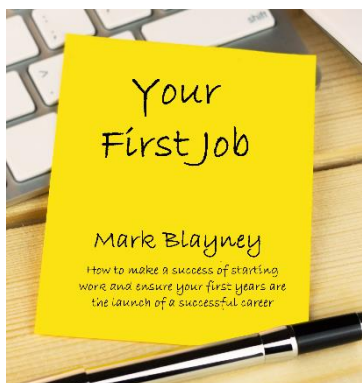


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“The only book I could find on making a great first impression and being successful in your first job.”

“Ideal for nervous new starters.”

“Explores everything you weren’t told about your first job.”



Your First Job

How to make a success of starting work and ensure your first year is the launch of a successful career

Mark Blayney

Each year hundreds of thousands of young people enter the world of work for the first time and begin to compete in their careers.

Your First Job provides readers with an unfair advantage by teaching them the real life techniques of how to manage themselves, people and work, things they may otherwise end up learning the hard way.

As the school leaver and new graduate’s essential guide to making a success of starting work and launching a successful career, *Your First Job* is a must buy for new starters, and for parents or relatives who want to support them, making it an ideal graduation or starting work gift.

About the author

Having had a career in business rescue and turnaround in the UK and Africa, Mark Blayney is now a partner and co-founder of a private equity business, involved in a portfolio of trading businesses.

Mark is the author of a number of practical guide books for business owners on strategy, management, finance, and creating and realising business value.

Target markets

- New school leavers / graduates and those with an interest in them (eg parents / grandparents)
- Ideal 16th or 18th birthday / graduation gift – good tie in to end of academic year

Promotional activity

- Free e-book reference copies and free to use Study Guide / Workbook and First Month Survival Guide being distributed by email campaign to careers advisors across US University sector with request to include on student recommended reading lists.

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Extract

1 Why you and why this book?

Congratulations on starting your first job.

You'll probably experience a honeymoon period for your first few days where everybody will be nice and friendly as they show you around, introduce you to people and welcome you on board.

Even so it's going to feel a bit odd. After all you've just left a place, whether it's school, college or university where not only did you know your way around since you'd been there for a number of years, but where (leaving aside the teaching staff) you'd been in a relatively senior position, and surrounded by people that you've grown to know over a prolonged period. Whereas now you're starting somewhere completely new, with its own rules and networks that you're going to need to get used to, as probably the most junior member of staff, knowing precisely no one.

By the end of week two, with piles of work landing on you apparently at random, from people who seem demanding and who expect you to just know what to do with it all, and the phone going all the time, you might feel yourself drowning as you wonder how you are ever going to handle it all.

Well the first thing to say is that you're not alone in going through this.

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Schools or colleges are great at getting you the qualifications you need to land a job and guiding you in how to apply and land it. But given the many different career paths for students, it can be difficult for them to fully prepare you for the range of practical issues you will run into at work and how to make a success of it once you've started.

And that's a pity, because it's an important formative experience. Your first 'proper' job is potentially the foundation for what you are going to be doing for the next 40 or 50 years, and how far you are going to get, so if you want to have a great career it's important to make a great start, and it's never too early to begin either.

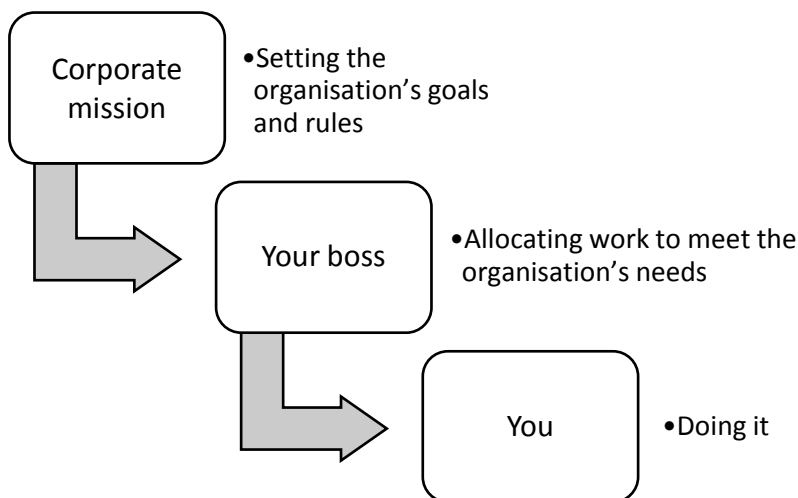
If you learn just one lesson from this book, please let it be about taking charge of your own working future: **Don't just work in your job, work on it.**

As you go through the book hopefully the second will be: **It's all about having successful respectful relationships with people.**

And if you learn a third, **Find out what your boss really wants, and then give it to them,** then you will really be on your way to a successful working life.

Work is a complex place and a complex set of relationships

Becoming employed for the first time, particularly in a large organisation, whether in the private or public sector, you may have an expectation that the world of work is going to operate something like this:



What you probably imagine

Unfortunately, it's a lot more complicated than that. This is real life; you are mingling with real people and they will all have their own real interests and priorities; you are actually in the centre of a net of interlocking interests and priorities.

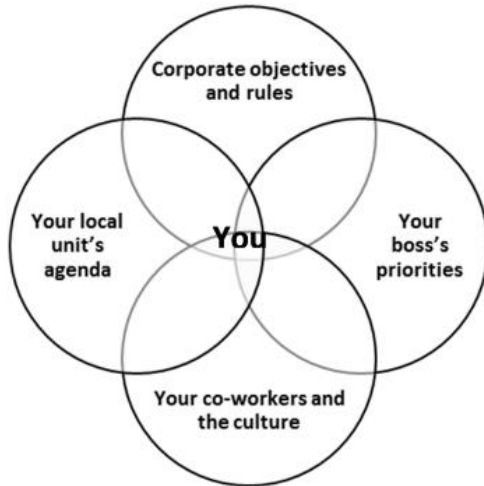
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What you'll actually find is probably more like this:



What you are really in

Yes, corporate headquarters somewhere may have a grand plan, but your local branch, division or department will have its own interests and agenda which may or may not interlock well with the corporate strategy (anything from *Hey, let's organise things so the big boys can't suddenly decide to off-shore our jobs*, to sales hating production, and vice versa, or 'suits' and 'support staff' living in seemingly different worlds).

In all this your boss (and theirs) will also have their own agenda, whether it's an ambitious desire to climb the greasy pole, or a simple desire to keep their head down and serve out their time to retirement without rocking the boat.

And then there are all the people you work with, each with their own desires, demands, dreams and agendas, none of which they park at the door when they arrive in the morning.

And in the middle of all this?

You.

Yep, sorry, life at work is complicated. Get used to it.

And that goes for whether you are in the public or private sector. My career has been in business so when writing I'll tend to be assuming that you have joined a commercial organisation and most of my examples will come from this type of environment. But as I hope you'll already see, the issues you need to deal with in the world of work are first and foremost about people, so the chapters in this book will apply wherever you are going to work.

Oh, and by the way, all those company rules and that handbook and organisation chart they gave you on induction day?

They don't tell you half the story. The way any organisation runs is actually down to its culture which is the way people think, and act, the acceptable norms of behaviour and the way *'we do things here'*, little of which is ever written down and all of which you are going to need to pick up and learn on the job, pretty quickly, if you are to be accepted and make a success of things.

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The good news? This book is here to help.

Chapter 2 is a crash course on a few essentials intended to ensure you get off on the right foot so I suggest you concentrate on these key things in your first month or so.

The rest of the book is your guide to managing.

You didn't realise you were being recruited as a manager?

Well you were. Whatever level you start at, very soon you're going to be expected to manage yourself, your time and your work, your communications, your relationships with those around you, and even your boss.

At the same time, for your own sake you are going to have to look to manage both your career and the sorts of emotional and stress issues you come across in the world of work.

So your management training starts here.

And good luck, wherever you take your career.

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