

# SUCCESS IN THE WORKPLACE

Melanie Bullagao, Career Leader, Centre  
for Career Action

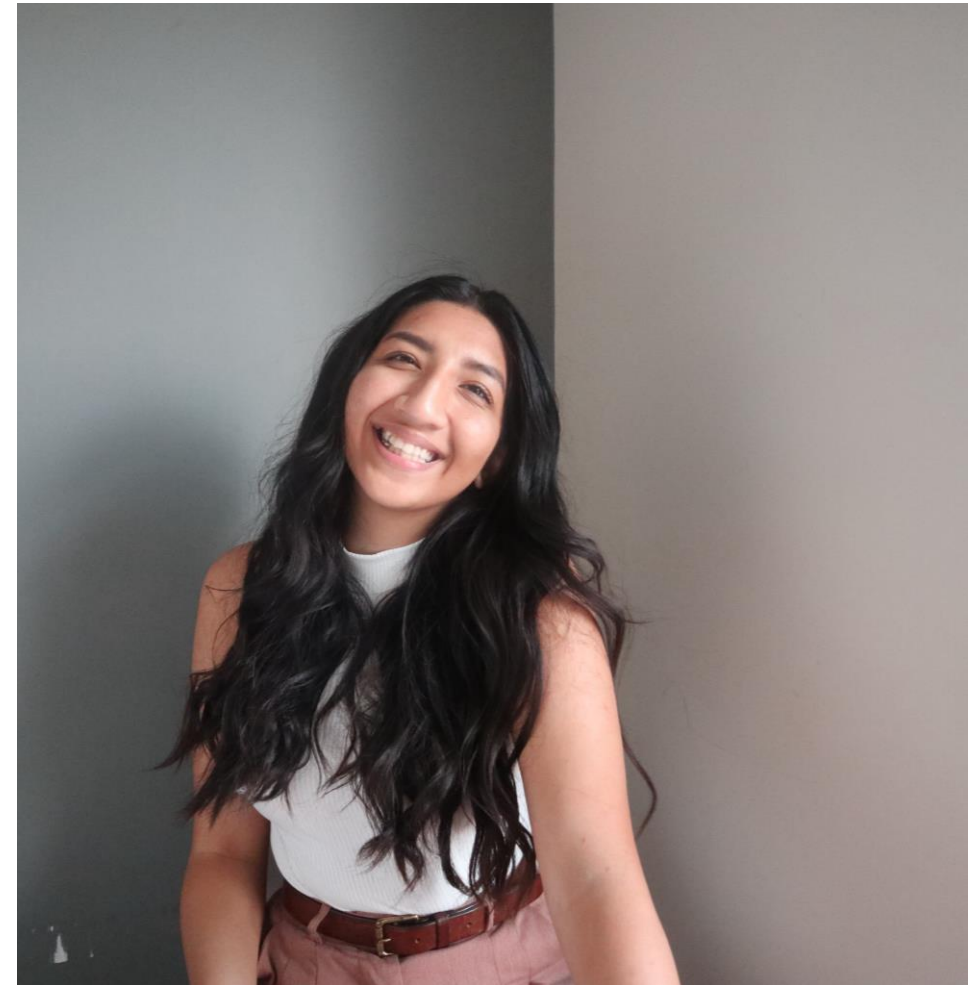


# Melanie Bullagao

Career Leader, Workshop Facilitation

My pronouns are she/her and name is pronounced  
Mel-A-Knee

- Fourth year BA Psychology student with a minor in English lit
- Fun facts: I have 8 years of customer service experience, I am going into my 5<sup>th</sup> co-op term, I am a Gryffindor, and I am currently learning German!



# TERRITORIAL ACKNOWLEDGEMENT

The University of Waterloo is located on the territory of the Neutral, Anishinaabeg and Haudenosaunee peoples and is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometers on each side of the Grand River.

O:se Kenhionhata:tie Land Back Camp:  
<https://www.facebook.com/osekenhionhatatie/>

Outside of KW area? Check out: <https://native-land.ca/>

# CREATING A SAFE(R) SPACE

I am entering this space with the intention of creating as safe a space as possible for you. Safe space means something different for everyone but I promise you that I will try my best!



# HOW MIGHT WE **CO-CREATE** THIS SAFE(R) SPACE?

We are entering this space with the intention of creating as safe a space as possible for you. Safe space means something different for everyone, but we promise you that we will try our best!

- Participate in the way that feels most comfortable for you! Take what works for you, leave what doesn't.
- Ask questions whenever! Please use the chat during presentation time, but you can use your mic during the Q&A if comfortable.
- Feel free to send me a direct message to participate anonymously
- If having tech issues, our fabulous student staff will be able to troubleshoot with you. We appreciate patience if any tech problems arise on our end 😊
- Please be respectful of other participants and facilitators

# CHECK OUT CCA APPOINTMENTS AND WORKSHOPS!



## **Job Search Strategies**

**Résumé**

**Cover Letter**

**Interview Prep**

**Career Exploration**

**Further Education**



## **Individual Appointments**

**Drop-ins**

**Workshops**

**Online Resources**

[uwaterloo.ca/career-action](http://uwaterloo.ca/career-action)

# By the end of this session, I hope you will:

- Have a sense of how you might want to prepare BEFORE you start work
- Build some strategies to have some success DURING work
- Begin to think about how/if you might want to stay connected virtually AFTER work
- Know where to find resources and more support for navigating success in the remote workplace

**How are you?**

**What are you hoping to learn from  
this workshop today?**



# WORKING FROM HOME...

- Can be a little different for everyone

We all move through these spaces differently – some folks may be sharing a computer, may be balancing work/family care, etc.

Remember to take care of yourself in this



**BEFORE**

you start work

# Setting Up Your Workspace

## Think about:

- What room will you work in? Where in this room do I want to set up?
- Where will you work? (e.g. desk, kitchen table, etc.)
- What do you need to work? (e.g. chair, pens/pencils, headphones, lighting, etc.)
- What do I need to maintain my wellness? (e.g. fidget items, plants, candles, etc.)

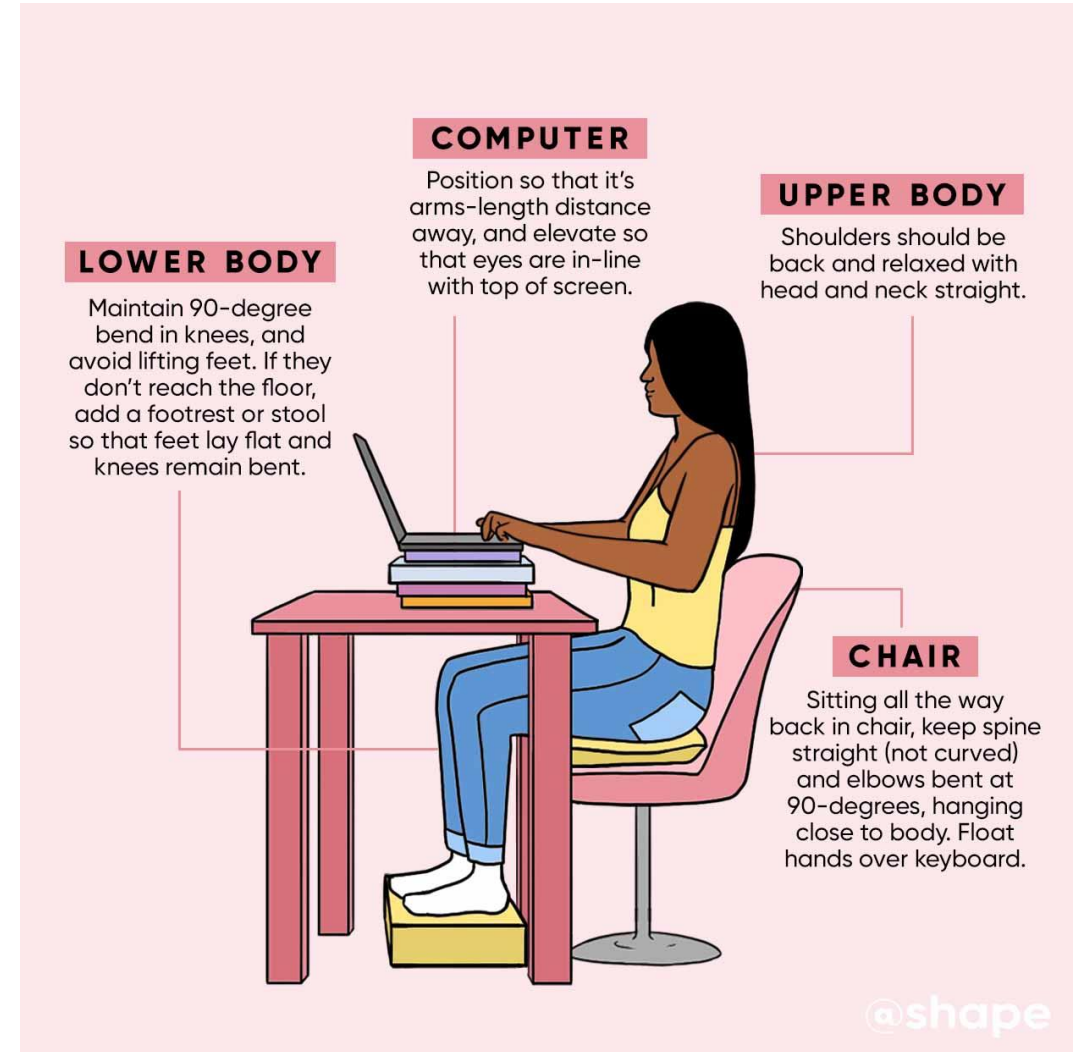
# Setting Up Your Workspace

## Think about:

- Who else is in my space? (e.g. family, roommates, pets, etc.)
- What are some potential distractions I need to address?
- How do I create work life balance?
  - *When do you start/ stop working for the day?*
  - *What is your new routine?*

# Setting Up Your Workspace

- Set up your desk in a way that feels good
- Check in throughout the day:
  - How does my body feel?
  - Are my eyes strained?
- What kind of desk do I want?
- Check out the Safety Office for suggestions



Source: Shape

# LIGHTS, CAMERA, ACTION!

Comfort



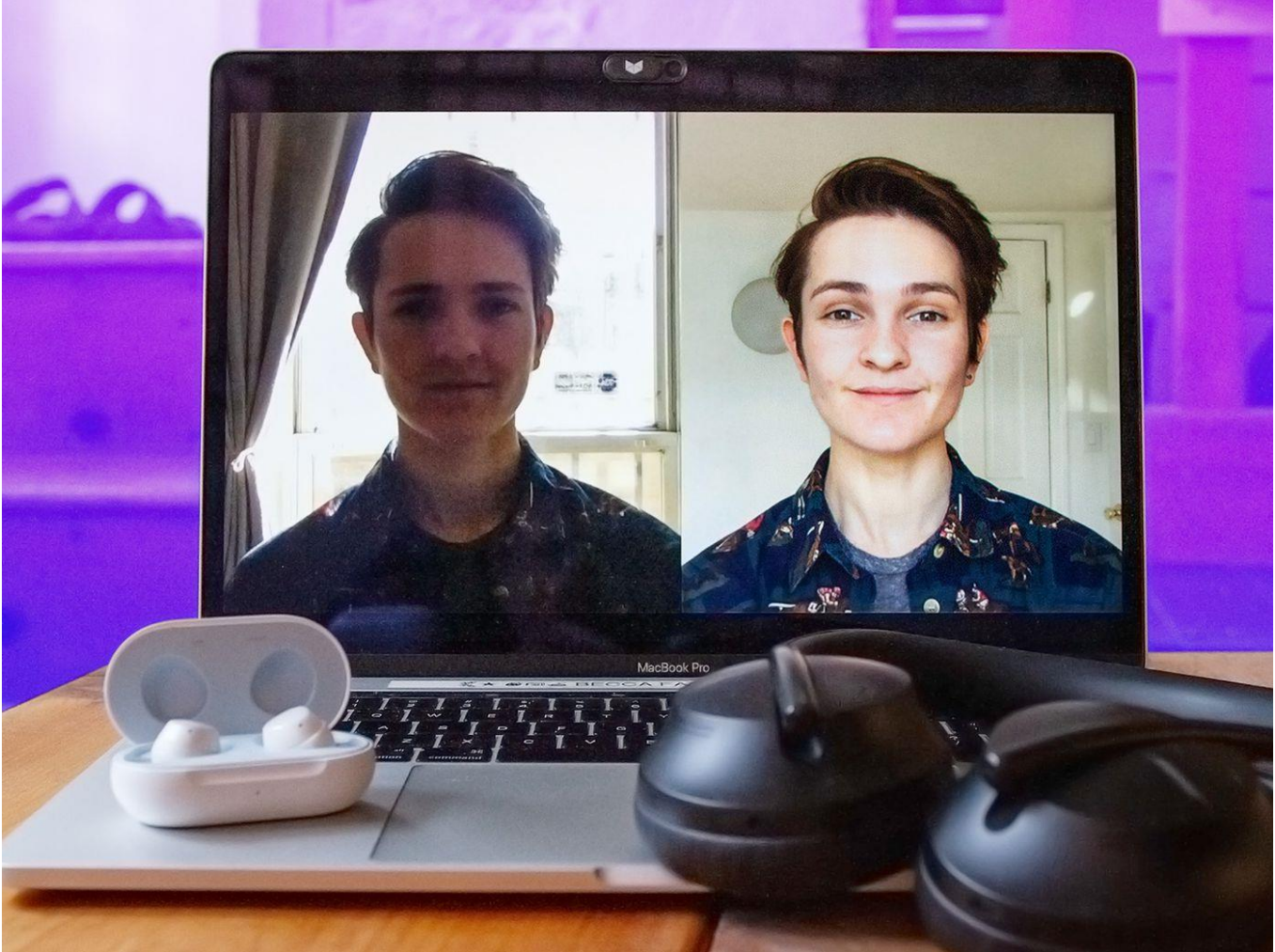
Camera at eye level



Lighting



Headset



The Verge

# How to Prepare for Your First Day

- Setting up your technology
  - Will the company send you equipment or do you have to get your own? (e.g. computer, monitor, phone)
  - Check your internet connection
  - Can you access all software and your email account?
  - Download programs, connect to VPN/internal company networks
  - Will you need – printer/scanner, headset/headphones?



# How to Prepare for Your First Day

- Knowing who you will be reporting to
  - How can you reach them?
  - Is there anything you need to do/arrange before your first day?
- Complete all necessary documentation from HR and supervisor





# Confirm Expectations with Supervisor

- How do they want you to contact them?
  - Phone, email, Skype, etc.
- Working hours
  - Start and end time
  - Lunches and breaks
- Working after hours
  - Projects, emails, messages
- Management style?



# Considering Safety, Boundaries and Wellness

- What does safety mean to me? What does it look like? Feel like?
- How do I know when I feel safe/unsafe?
- What boundaries are important to me?
- What resources are available to me if I feel unsafe?
- What are some coping tools/strategies that I can use if I am feeling overwhelmed?
- Who can I talk to if work is getting to be too much?
- What do I need to set myself up for success? (e.g. drinking water regularly, taking breaks throughout the day, etc.)
- What can I do to build myself up?

# Disclosing Identity

It is up to you **when** you want to share, **whether** you want to share, and **how much** you want to share.

Can choose to disclose before you start or during

You are protected by law from discrimination

Review various resources to consider what makes sense for you such as:

- [Your Journey: A Career Guide for Trans and Nonbinary Students](#)
- [6 strategies youth use to disclose disabilities at work](#)
- [Employees with disabilities: guidance and resources for COVID-19](#)

# Your Rights

Remember you have rights to be treated with respect in the workplace and the employment process

Under the Ontario Human Rights Code you are protected **by law** from discrimination in employment on the following protected grounds:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic Origin
- Place of Origin
- Creed
- Disability
- Family Status
- Marital Status (including single status)
- Gender Identity, Gender Expression
- Record of offences
- Sex (including pregnancy and breastfeeding)
- Sexual Orientation

# ACCESSIBILITY TIPS FOR WORKING REMOTELY

Connect with AccessAbility Services for more information/support with:

- Disclosure conversations and/or developing an accommodation plan
- Assistive technology
- Peer-mentorship Transitions
- AccessAbility LEARN courses and their YouTube channel

For tips about having conversations with your employer or room mates to make requests, connect with your Student/Career Advisor

To schedule an appointment with AccessAbility, or to contact the Front Desk, please call: **519-888-4567, ext. 35082** and leave a voice message. These will be checked regularly and followed-up with accordingly. Alternatively, you may email the Front Desk at [access@uwaterloo.ca](mailto:access@uwaterloo.ca).

# Resources

- Connect with our **Harassment Advisors, Eden Mekonen and Graeme Beaton:**  
[Eden.mekonen@uwaterloo.ca](mailto:Eden.mekonen@uwaterloo.ca)  
[Graeme.beaton@uwaterloo.ca](mailto:Graeme.beaton@uwaterloo.ca)
- **Jazz Fitzgerald, Student Equity Specialist,** Student Success Office  
[jazz.fitzgerald@uwaterloo.ca](mailto:jazz.fitzgerald@uwaterloo.ca)
- [Conflict Management and Human Rights Office \(CMHARO\)](#)
- [Sexual Violence Prevention & Response Office \(SVPRO\)](#)
- [Equity Office](#)
- [Waterloo Indigenous Student Centre](#)
- [Embedded Wellness Counsellors](#)
- WUSA Peer Support
  - [Racial Advocacy for Inclusion, Solidarity & Equity \(RAISE\)](#)
  - [The Glow Centre for Sexual and Gender Diversity \(the Glow Centre\)](#)
  - [The Women's Centre](#)
  - [Mentor Assistance Through Education and Support \(MATES\)](#)

Resource: [If You Are Feeling Harassed in Your Co-Op Workplace](#)

**DURING**

your work

# It's gonna be awkward...and that's okay!

Awkward things that can happen in virtual meetings...

- Being off mute without realizing
- Being on mute without realizing
- Internet cutting out
- Talking over each other accidentally
- Screen freezing in an awkward
- Weird delays
- People accidentally walking through the background
- And much more...



# When awkward moments happen...

- Be kind to yourself!
- It's okay to acknowledge it and then release it
- Remember they happen to everyone and are totally normal
- Use some grounding strategies (e.g., deep breathing, etc.)
- Talking to other folks about it helps normalize it
- Laugh about it!
- People likely didn't notice or won't remember or just find it relatable!



Work can be stressful...

**What can you do to take  
care of you?**

# Taking Care of Your Wellness

- Be patient with yourself!
- Use various mental health resources as you see fit
- Take breaks!
- Take your full lunch hour + take some screen free time (outdoor time, stretch breaks)
- Take camera breaks – “Zoom” Fatigue is REAL
- Set boundaries
- Create spaces to celebrate you! Document what you’re doing!



[@lizandmollie](https://www.instagram.com/lizandmollie)

# Determining Safety

## Ask yourself:

- Do I feel included, heard and listened to in this space?
- Do I feel like I can bring my full self to this space? Am I being interacted with as a whole person (not just an identity)?
- Does the person I am interacting with show me respect and give me space to engage at my comfort level?
- Are they respecting my boundaries?



Source: [@ogorchukwuu](#)

# What If A Space Feels Unsafe?

## Some options:

- Leave (when you feel able), end the conversation – connect with one of the resources that was mentioned earlier
- Use coping tools to move through the situation
- Talk to safer folks about it and/or write down what happened
- Seek community who may understand (e.g. elders, student groups, friends, etc.)



[@BlessingManifesting](https://www.instagram.com/BlessingManifesting)

# Stress Relief

## Strategies

- Affirmations (e.g. "I am capable and deserve for good things to happen")
- Grounding (5 things you can see, 4 things you can feel, 3 things you can hear, 2 things you can smell, 1 thing you can taste)
- Deep breathing techniques (e.g. birthday cake breathing)
- Visualizing (Imagine - how might this go well?)
- Apps: MindShift, MyLife, Calm, Woebot
- Websites: Carizon for the Community, Pixel Thoughts, Together All



# Some Wellness Tools/Resources

- MATES Peer Support (WUSA service)
- OK2BME (Free counselling for LGBTQ+ individual and couples up to 29 years old)
- Co-Op Connection (connecting students on co-op work terms)
- Carizon Quick Access Counselling
- KW Counselling Quick Access Counselling
- Crisis Services
- Delton Glebe Counselling
  - Andrea Areguy (she/her), anti-oppressive, trauma informed lens
- Empower Me (multilingual, culturally sensitive, gender inclusive, faith inclusive)
- UW Counselling Services
  - Gillian Wells (she/her), Counsellor for Black Student Support
  - Washington Silk (they/them), ample experience supporting LGBTQ+ communities
  - Melissa Zettel (she/her), Embedded Wellness Counsellor

# A MESSAGE FROM YOUR EMBEDDED WELLNESS COUNSELLOR





# **CHECK IN**

Take a moment to stretch

Send a “reaction” how are you feeling?



# TIME MANAGEMENT

# How do I manage my time?

- Productivity and time management tools can help keep you organized
  - Find tools that help you organize your time and keep you productive
  - Stay on top of deadlines, meeting times, appointments, etc.
  - If it's helpful - update your daily schedule, write to do lists
- Check in with your supervisor
  - Schedule short, recurring meetings to discuss progress, challenges, and questions

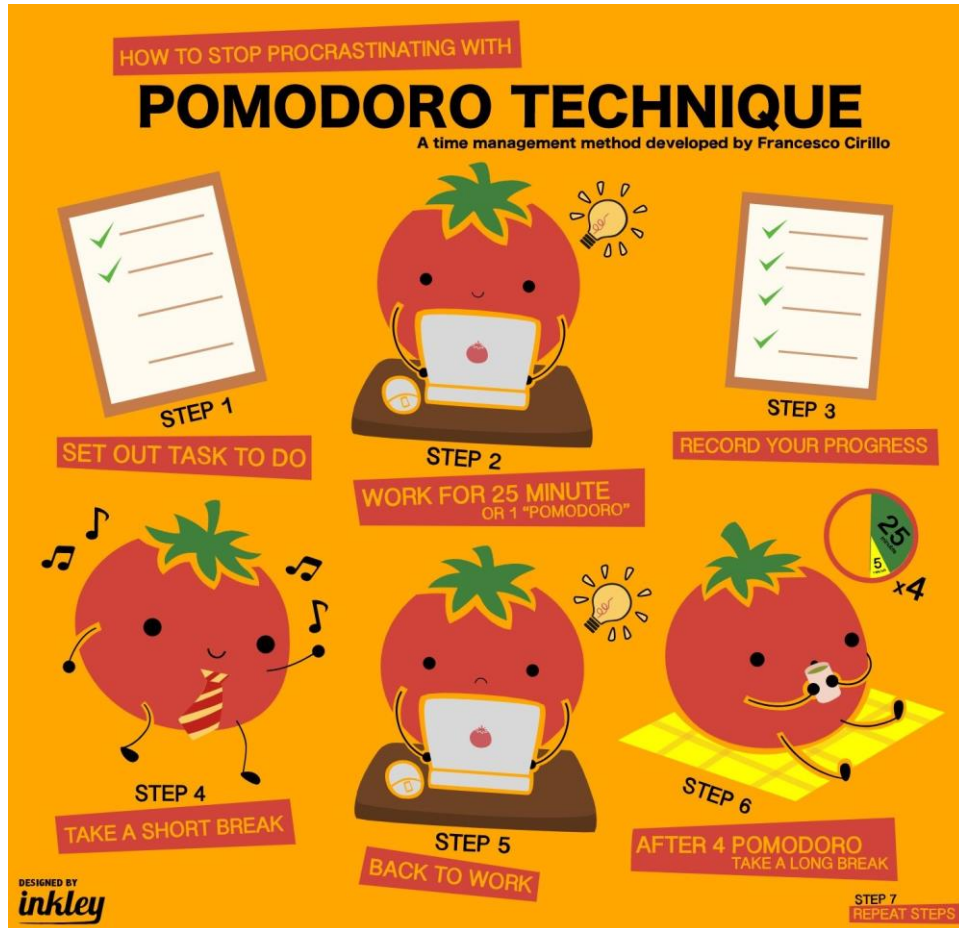


# How do I manage my time?

- Maximize your work time
  - Group similar tasks together
  - Prioritize by “musts”, “coulds”, and “nice-to-haves”
  - Set goals and time limits
  - Move phone away for a bit
  - Take breaks
  - Give yourself some grace



# How do I manage my time?



Pomodoro/ Tomato Timer

- Can follow the Pomodoro/ Tomato Timer Technique
- Other techniques (e.g. 52 minute of work, 17 minutes of break; 45 minutes of work, 5-10 minutes of break) - Source: [Harvard Business Review](#)
- Create your own method based on what works for you!
- Be patient and kind with yourself!
- Take regular breaks!

# Isolation


Isolation is a common challenge when working from home because of:

- No time to casually connect with colleagues
- More challenging to bounce ideas off others

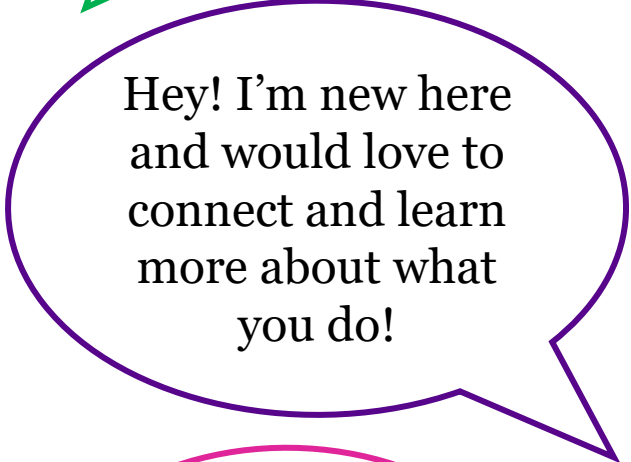


# Connecting With Colleagues

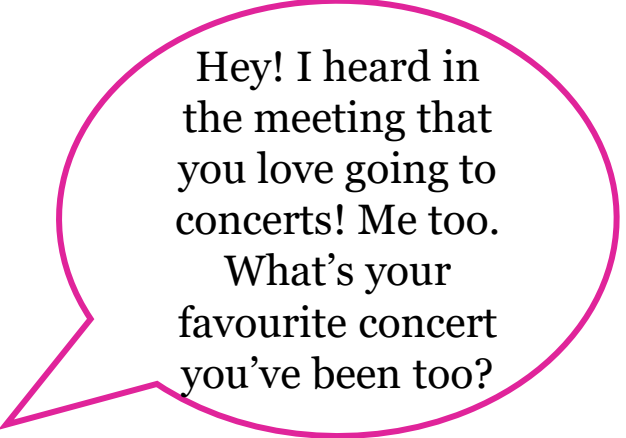
- Consider connecting with others through video or phone chat (if they are open to it) or through messages
  - Introduce yourself! It can make interactions feel more human and personal
- Build rapport with coworkers and supervisors
  - Ask about their interests and get to know them!
- Develop work relationships
  - Take opportunities to connect (short, informal interactions, social hours, coffee chats, after work virtual events)
- Add and connect with colleagues on LinkedIn (if you have LinkedIn)



I'd love to set up a coffee chat to connect! When might you be free next week?



Hey! I'm new here and would love to connect and learn more about what you do!



Hey! I heard in the meeting that you love going to concerts! Me too. What's your favourite concert you've been too?

# Assessing Your Work Environment

- Sometimes it can be hard to pick up on the “culture” of the workplace
- Can be helpful to sit back and hear what people say to assess (safety, etc.)
- Communicate openly with your colleagues and direct supervisor about work priorities and targets
- Be honest about your capacity
- Ask questions and reach out if you need help!
- Use your organization’s communication and productivity tools to communicate your availability (ex. Teams, Skype, Slack)



# Write down what makes you great!

- Create a doc where you write all of the different things you've done during your work
- Take note of positive feedback from colleagues, managers, people you work with
- Write down moments you're proud of!



Source: [GIPHY](#)

**It can be tough! All you can do is your best!**



**AFTER**

your work

# Maintaining Connections

- Reach out to your contacts periodically after your work ends to keep the line of communication open
- People love to keep connected especially in a time like this – *if they don't want to connect with you, their loss!*
- Lean in to the awkward



Source: [Into Action Lab](#)

# Reflect on Your Learning and Growth

- Review the notes that you made throughout your time at this workplace
- If you haven't kept notes, write some notes down on your learning, projects you took on, etc.
- Consider what you want to keep and what you want to leave behind



Source: [GIPHY](#)

**NEXT STEPS**

# What are some key takeaways?

**BEFORE remote work:** set up your workspace and technology, consider work/life balance, chat with your supervisor, consider personal safety/disclosure

**AFTER remote work:** maintain connections, reflect on your learning and growth

**DURING remote work:** embrace the awkward, assess and protect your wellness and safety, use community and campus resources as you need, make a plan for time management, connect with colleagues

# WHAT'S NEXT?

- Answer some of these reflection questions
- Make a game plan for *Before*, *During* and *After* your upcoming job
- Collect the resources that you need
- Talk to folks for advice
- Remember – **you are capable and incredible, you already have everything you need within you to be successful at this!**



**WE WANT TO HEAR FROM YOU!**

Feedback Form

# Questions?



**THANK YOU!** 

Feel free to send me an email or connect via LinkedIn!