Transitioning from the College Mind Frame:

From Competition to Collaboration
and
Networking in the Corporate World

Cornell Co-op Class
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Introductions

- Name
- Major
- Co-op Employment – Company
Objective

Insights for making the most of your Co-op experience

Learning the value of
- Social, political and influencing skills
- Collaboration
- Utilizing resources
- Tapping into others - how your interactions with your work colleagues may be different from the interactions that you have at Cornell with your fellow student colleagues
Agenda

- Transition: College to the Work Place
- Acclimation/ Getting the Lay of the Land
- Establishing Relationships
- Team Work & Collaboration
- Communication Skills
- Success Pyramid

6/5/2009
Transition

FROM

- University Setting
- Lecture Halls/ Campus
- University Labs
- Problem Sets
- Lab Assignments & Experiments
- Focus on Self, Grades, School Results, Degree
- Competitive / Some Team

TO

- Corporate Setting
- Office/Headquarters/Field
- Lab, Pilot Plant, Mfgr
- Project Assignment
- Bench top/Pilot/ Commercial Scale Runs
- Focus on team, business unit, project & business results
- Participatory & Autonomous
**Acclimation**: Becoming accustomed to your new culture environment, and surroundings

- Get to know your company/site Culture:
  - Corporate/ Business or Manufacturing Environment

- Meet and Greets- get to know the organization

- See, hear and observe what happens around you

- Listen and Learn from those around you
  - Look at behaviors, responses, interactions

- Participate

- Seek a Balanced Approach
Establishing Relationships

Building, maintaining, sustaining relationships is paramount for success in the Business / Corporate World.

Cultivate relationships - the gateway to obtaining honest feedback and critical information on company priorities and trends

- Find people who value you, your work and your future
- Network
- Participate
- Seek to Understand
- Socialize with diverse folks *(not just those that you are comfortable with)*
- Show awareness of and consideration for the opinions and feelings of others
- Ask for Feedback
- Be respectful and mindful of tenure
Get to Know your Boss

- Personal Perspective
  - What is her/his managerial style?
  - How does he/she resolve conflict?
  - How does she/he arrive at decisions?
  - How does your boss define successful performance?
  - What are his/her priorities?
  - How are expectations about work assigned and communicated to you?
  - Does she/he check your work closely or leave you alone?
  - Can you find ways to engage with your boss so you have opportunity to get feedback

Attempting to answer any of these questions will improve your ability to communicate with your current boss and others throughout your career.

It is up to you to craft a mutually beneficial relationship with your manager.
Establishing Relationships

Get to Know your coworkers

- Relate to your coworkers in an open, friendly, accepting manner
- Show sincere interest in others and their concerns
- Initiate and develop relationships with them as a key priority
- Seek to learn and work with your coworkers
- Be respectful
- Be Approachable, Relaxed and Open
- Disclose some things about yourself
- Make Small Talk
- Build Rapport
- Listen to understand
- Put others at Ease
- Share information/ ask questions
- Seek Feedback

_Demonstrating these behaviors will improve your ability to communicate with your coworkers and others throughout your career_
Team work and Collaboration

While getting your own work done is always paramount, helping others get theirs done as well can also reap rewards downstream.

- Get to know and understand the common vision, goals and priorities of your work team
- Communicate with team members; understand without judging
- Be dependable, reliable and responsive
- Be committed to sharing information with others
- Relationships that work are built on equity and considering the impact on others. Don’t just ask for things; find common ground where you can provide help, not just ask for it
- Cultivate relationships with stakeholders representing a broad range of functions and levels
- Value Diversity
- Listen
- Be Flexible and open to views of others; Be willing to compromise
- Be Positive; Offer solutions and suggestions
- Be Balanced – don’t over use or under use any one competency
Communication Skills

Communication skills separate the good from the great
Develop Good Communications Skills

- Ability to write clearly and succinctly in a variety of communication settings and styles
- Ability to get your message across
- Convey necessary information to others
- Tap into colleagues / Be Resourceful
- Keep key stakeholders up-to-date with information
- Interact with people openly and directly
- Make sure people have “no surprises”
- Be timely with information
- Speak clearly and concisely
Success Pyramid

Aligning your behaviors for Success

- Be dependable, reliable and responsive
- Do what your boss thinks is important
- Take the Initiative
- Have a positive attitude
- Develop good communication skills
- Work well with others
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Aligning your behaviors for Success

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- Deliver as promised, Inform; Be Action Oriented
- Do what your manager needs done in a timely fashion, regardless of the perceived importance to you
- Develop the flexibility to change priorities; Priority is driven by business need, don’t take them personally
- People will be more willing to listen to you, you will be able to influence others
- Communicating is not just about talking and presenting your case, you must also improve your listening skills
- Flexible, approachable, willing to compromise, make others feel comfortable