



Starting Off Strong: Professional Workplace Success

Additional Resources

August 26, 2020

Building a Strong Relationship with Your Supervisor	<p>Recorded Webinar (Managing Up: Navigating the VISTA-Supervisor Relationship), https://www.vistacampus.gov/resources/managing-navigating-vista-supervisor-relationship</p> <p>Questions to ask your supervisor to strengthen your working relationship:</p> <ol style="list-style-type: none">1. Theme: <i>Learning your manager’s styles and preferences</i><ol style="list-style-type: none">a. Questions:<ol style="list-style-type: none">i. “How do you prefer for me to give you information?”ii. “Is this how I should be asking you questions?”2. Theme: <i>Measure twice, cut once</i><ol style="list-style-type: none">a. Questions:<ol style="list-style-type: none">i. “Hey, is this all of the information that you think should be captured?”b. Requests to review your project or work:<ol style="list-style-type: none">i. “Linked here is [title]. Wherever you have a chance to review, I’d appreciate any suggestions and edits. I’m hoping to have it complete by [specific date].”3. Theme: <i>7:1-minute ratio rule</i><ol style="list-style-type: none">a. Ask yourself:<ol style="list-style-type: none">i. What resources do I have available to me; do I have the information to answer my own question?ii. Is there a way that I can figure this out without asking for their help?
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Digital Communication	How to Write an Email Signature: https://www.yesware.com/blog/email-signature/
	The Dos and Don'ts of Business Email Etiquette: https://www.grammarly.com/blog/business-email-etiquette/
	VISTA Social Networking Disclaimer: https://www.vistacampus.gov/resources/social-networking-disclaimer-1
Networking and Professional Development	Recorded Webinar (Building a Professional Network for Service and Career): https://www.vistacampus.gov/resources/building-professional-network-service-and-career
	VISTA Portfolio Toolkit: https://www.vistacampus.gov/sites/vistacampus/files/VISTA_Service_Portfolio_Toolkit.pdf