

Establishing Presence at El Camino College

Below are 10 tips for establishing a positive work presence at the college:

1. **Demonstrate excellence in your current position:** If you have plans to advance at the college, market your winning skills, abilities, and positive attitude by doing an excellent job in your current position. Be on time. Contribute ideas to help your team. Learn from others and be willing to share your talents.
2. **Attend campus-wide events:** Professional Development days, ECCE Pancake breakfasts, Commencement, and Distinguished Faculty & Staff are among many campus activities that take place each year. Come engage with your colleagues and become known.
3. **Serve on a planning committee:** All major campus events are planned by committees. This is an excellent way to contribute your skills and get to know new and existing colleagues.
4. **Engage with senior campus leaders:** You may be interested in working in a different division or department at some point. Learn who the VP, managers, directors, and supervisors of this area are and introduce yourself.
5. **Invest in your professional development:** The Professional Growth funds, technology classes, and training available through Lynda.com and the Professional Development Learning Network are examples of how you can enhance your knowledge and skills.
6. **Serve on a hiring committee:** Pending supervisor approval, serving on a classified hiring committee enables you to engage with new colleagues and gain a perspective on the hiring process.
7. **Develop your social skills:** Remember to smile and engage with all those whom you encounter at work. Be known as friendly and accessible.
8. **Be positive and forward-thinking:** Grow your skills and comfort zones. Take risks. Be willing to step up to the plate to take on a new project or approach to demonstrate your abilities. Envision new roles for yourself in your current work or in a future role.
9. **“Bloom like a flower rather than moving like a slug”:** Complete work fully and within the time parameters established. Exceed expectations. Put your best foot forward. Be professional.
10. **Attend Dr. Maloney’s open office hours:** Pending supervisor approval, share a best practice from your department or contribute an idea to solve a problem.

| DATE | DAY | TIME | LOCATION |
|----------------|-----------|-------------------|----------|
| April 20, 2017 | Thursday | 2:00 – 3:30 p.m. | Lib 162 |
| May 8, 2017 | Monday | 12:30 – 2:00 p.m. | Lib 162 |
| May 15, 2017 | Monday | 1:30 – 3:00 p.m. | Lib 162 |
| May 31, 2017 | Wednesday | 1:00 – 2:30 p.m. | Lib 162 |

Courage Help Imagine Plan

Your 6-month CHIP Plan:

| <u>HELP</u> | <u>PLAN</u> |
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