



Six Strategies for Passing the Probationary Period

Tutor: Carrie

CEFR: A2 | TOEIC: 250-500 | GEPT: 初級

Class Outline

- Warm-up Talks
- Learning Objects
- Dialogue - A Newbie in the Office.
- Vocabulary
- Six Strategies for Passing Probation
- Learning Evaluation



Before We Start...

- 1. Is there a probationary period in your company?*
- 2. How long is it?*
- 3. What are the keys to surviving from this vital period?*

Today's Learning Objects

- Talk about how people survive from their probationary period.
談論人們要如何從試用期中生存下來
- Get to know different types of people in every workplace.
了解職場不同類型的人
- Get to know about the strategies for passing the probationary period.
學習通過試用期的策略

Dialogue

Derek is a fresh graduate, and it's his first day in the office.

Vicky:	Hey, I'm Vicky from Sales. I heard there's a newbie here today. I guess that's you.
Derek:	Hey, nice to meet you, Vicky. I'm Derek. I just arrived this morning. I'm here as a sales assistant.
Paul:	Hi, Derek. Welcome to our team. I'm Paul, the head of Sales. Later I'll have Sarah show you around the office, then you'll come with me for a meeting this afternoon. Is everything alright so far?

Dialogue

Derek is a fresh graduate, and it's his first day in the office.

Derek: Hi, Paul. It's nice to see you. I'm pretty **cool** for now. Thanks for taking care of me. I'll be ready for the meeting with you.

Sarah: Relax, bro! Paul is actually a good **team player**. He's **serious** at work, however, he's a **generious** guy. But you have to **watch out** the one who is sitting next to you. He's a **calculating person**. Be more **cultured** while working with him though.

Derek: Wow! Thanks for telling me about that. I'll try not to be a **trouble maker**!

Types of People in the Office

辦公室裡有哪些人？

1. 新人
2. 形容沒有經驗的人
3. 指剛從學校畢業的人
4. 指狡猾的人
5. 指心機很重的人
6. 指善於團隊工作的人
7. 指幫倒忙的人; 製造麻煩的人
8. 指善於解決問題的人

9. 愛聊八卦的人
10. 狗腿的人
11. 對於某..十分堅持的人

He's a stickler for 精確性

He's a stickler for 效率

He's a stickler for 精細度

Six Strategies for Passing Your Probation

1.

- Be more humble and acceptable
- Listen to your supervisor's instructions carefully

2.

- Read through your job description carefully
- Clarify what you are being expected by the company
- keep yourself calm

Six Strategies for Passing Your Probation

3.

- Be the one who is not easily **replaceable**.
- Show your **strength** by helping out a busy colleague

4.

- It can increase your **visibility** if you have supports from inside or outside of your team.
- Be a good **team player**, not just a friend.

Six Strategies for Passing Your Probation

5.

- remind yourself of your mid- and long-term goals

6.

- maintain a positive state of mind
- manage your stress
- keep yourself calm



Evaluation 課後演練

fresh graduate

tricky

team player

goal

strength

acceptable

visibility

opportunity

1. Sam is such an aggressive person. He catches every

to be seen.

2. Watch out that vendor. He might be a businessman.

3. What are your mid-term ?

4. I think the price they provided is not

5. Sarah expanded her by working in a foreign company.

6. You can show your by helping out others.