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Succeed at Something New

BUSINESS INSIGHTS

Written by: Tom Craft, Chief Growth Officer

Joining a new company is always a bit nerve racking - doubly so, if it has been many years since you've had to do so. As a relatively new executive here at Clientek, I've pulled together my top 10 tips for seamlessly integrating into a new company. I hope you find them helpful!

1. Be Who You Are

There's a reason you took the job at a new company and reasons why they hired you. We are all at our best when we feel comfortable and supported in our work environment.

2. Learn the Lingo

Every company has its own internal language. Is a "stand-up" a meeting or an actual standing event? The sooner you are fluent in the language of your new company, the easier it will be for you to contribute.

3. Attend Every Meeting (At Least Once)

Even if you're not sure why you're invited, showing up demonstrates interest. It's also a great opportunity to meet team members you might not otherwise.

4. Master Lunch

Figure out the unspoken rules: do people eat Jimmy John's at their desks, head to the cafeteria, or venture out? Join in when you can and get to know your colleagues.

5. Perfect the Name Game

Everyone else only has one new name to remember, you've got dozens. Whether you use flashcards, mnemonic devices, or sheer force of will, learn your coworkers' names quickly. It's just good manners.

6. Ask Questions

Know the right setting and how frequently to do so but ask a lot of questions. It shows a desire to get up to speed and participate. You might get lucky with your fresh set of eyes and ask a question or two that gets your team thinking differently.

7. Observe Before Innovating

Bringing fresh ideas is great, but proposing changes on day one is probably a bad idea. Assume your colleagues are smart and that there are reasons why things are done the way that they are. Take time to understand the current processes before suggesting your genius plans.

8. Rely on Your Peers While You Ramp up Your Knowledge

If you were at your previous job for several years, you probably were a subject matter expert on the products, knew where everything was stored, and who to talk to about everything. Accept the fact that it will take some time for you to get back to that level of organizational expertise and rely on your peers' strengths and experience while you learn.

9. Celebrate Small Wins

Acknowledge early successes, even if they're minor. Whether it's figuring out the printer or surviving your first team presentation, small victories build confidence.

10. Embrace the Awkward

There will be missteps. You'll accidentally reply-all to something you shouldn't, sit in someone's unofficially reserved chair, or see someone dressed in an awkwardly fitting Halloween costume. Laugh it off and move on!

Integrating into a new company is as much about learning as it is about connecting. By staying curious, approachable, and fun, you'll fit right in before you know it.

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