

**“UNLOCK YOUR POTENTIAL”**



**50**

**Expert Tips  
to thrive in the**

**CORPORATE WORLD**

**(PART II)**

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## Your Personal Problem?

**Your Colleagues are not your Therapists. You need not unload your Personal Problems on them. Keep it Professional.**

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## Reminders!

**Put important things as Reminders on your Phone. Potential Life Saver!**

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## Goodbye Jargon, Hi Brevity!

**Use Simple Language to clearly and concisely explain issues to Business Stakeholders.**

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## EOD De-stress

**Take few minutes at the end of your day at work to De-Stress. Evaluate your day. Leave the office with a Clear Mind.**

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## Give more than you get

**Always provide more Value than what you get paid for.**

## Network Actively

**Network Actively, Engage Meaningfully, and Learn from others to enhance your Professional Growth.**



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## Best Boss

**Be the Boss you wish you had: Listen Actively, Practice Empathy, Protect your Team's Interests, and offer Growth Opportunities.**



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## Reverse mentorship

**Learn from your Junior Teammates; their Fresh Perspectives can teach you amazing things.**



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## Dress for the occasion

**Dress appropriately to match the Formality and Context of the Occasion.**



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## Understand the humour

**In an MNC, Humor varies across Cultures. Be Cautious.**



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## Crisp Communication

To explain something Complex, break Information into Systematic Points.

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## PowerPoint

Avoid Long & Verbose Presentations. Keep the information Crisp & Succinct. Follow the 6x6 rule – 6 Lines per Slide, 6 Words per Line.

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## You are known by your Friends

Surround yourself with Positive, Proactive People to learn from and avoid those who engage in Office Politics.

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## Politickle

Do not indulge in any Office Politics.

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## Assertive Not Aggressive

Be Assertive in what you say but always maintain your Composure even when the opposite person takes an Aggressive Stance.

## Be a good Samaritan

Be Extra Nice to the New Joinees in your office. They need your help in getting Comfortable in a New Environment.



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## Help your juniors to grow

Nurture Young Talent. Be patient when they make mistakes. It pays Dividends in the long run for both the Company and the Person.



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## Boss knows more

If the Boss tells you to do something, do it. Deviate only if required. If you Deviate from their Brief, Let them Know about it yourself.



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## Neutrality

If Caught between two Fighting Colleagues, Stay Neutral.



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## Build trust

Build Trust amongst your Team, Peers & Superiors & also with other Functions.



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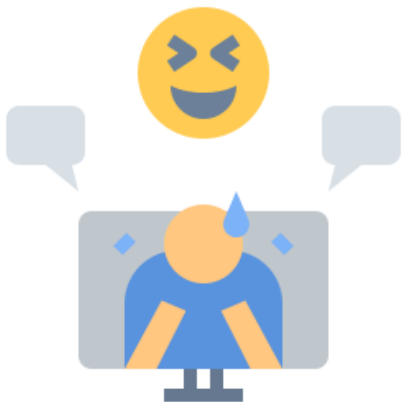
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## Get out often

Go for Timely Breaks/ Vacation. Take time off to Rejuvenate and come back to Work Relaxed and more Effective.

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## Social Media

Always be Mindful about your Online Behaviour. Questionable Content might come back to Haunt you at your Job.

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## Be helpful but do not interfere

Do not tell other people how to do their Job. Nobody likes a Know It All.

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## Poker Face

Your Face should never Betray your Emotions. Learn and Practice to Control your Expressions.

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## Create your Destiny

Don't Blame Circumstances; be Solution-Oriented, take the Lead, and Find Ways to Support the Business.

**Thank you!**  
**If you liked it,**  
**would love to hear**  
**your comments!**

