

# Strive to Thrive

## Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

### Elevate Yourself As A Standout Employee

December 2024

Standing out as an employee is essential in today's competitive job landscape. When you differentiate yourself, you not only gain visibility within your organization but also highlight your unique skills and contributions.

By demonstrating exceptional skills, a strong work ethic, and a willingness to go above and beyond, standout employees attract the attention of supervisors and managers. Employees who stand out often attract more opportunities for promotions and special projects, showcasing their initiative and problem-solving abilities.

### Understanding Employee Value

Employee values are essential in defining what it means to be a standout employee within any organization. A valuable employee not only possesses the necessary knowledge and technical skills but also demonstrates traits that align with the company's mission and culture.

These traits can include a strong work ethic, adaptability, and a commitment to continuous improvement. While the specific values emphasized may vary from one organization to another, the underlying principle remains that employees who embody these values are more likely to succeed and contribute positively to their teams and the company as a whole.

### Top 10 Tips to Level Up As An Employee

1

**Take Notes:** Always take notes in the workplace! It's important to capture information in your 1:1s with your manager and in team meetings. Using platforms like OneNote, Notion, or even a notebook can be helpful.



2

**Prepare Thoughtful Questions:** Preparing thoughtful questions before meetings shows your engagement and proactive attitude. Review the agenda and think of relevant questions to ask, such as how a project aligns with strategic goals or what challenges you could expect.



3

**Book 1:1s With Your Manager:** Ask your manager if they would be okay with a weekly 30 minute meeting where you can add Agenda items, share your progress, ask questions, and ask for feedback. You could even use your 1:1s to pitch new ideas!

4

**Introduce Yourself:** When meeting new colleagues, speak up and share your name, your job title, your program at TMU and ask them to share a bit about what they do.



5

**Offer to Help:** When others ask for volunteers or someone to take on a task, if you have the capacity, you can say yes even if it's a new task to you! This will allow you to step outside of your comfort zone, give you an opportunity to learn, and get you exposure.



6

**Network Within the Company:** Make an effort to network with colleagues from different departments through Coffee Chats or join internal committees. Building a broad network can provide new perspectives, foster collaboration, and open up new opportunities.

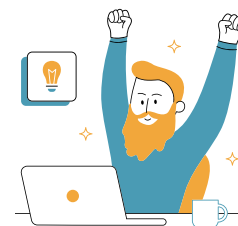


7

**Document Your Accomplishments:** Keep a record of your achievements, projects, and contributions. This documentation can be invaluable during performance reviews or when seeking new opportunities within the organization.

8

**Participate in Company Social Events:** Engage in social events organized by your company, such as team outings, holiday parties, or volunteer days, if you're able to. These informal settings can strengthen relationships and enhance your presence.



9

**Pitch Ideas:** Regularly share your innovative ideas with your team. This shows initiative and demonstrates forward thinking. By pitching ideas, you also foster a collaborative environment and connect with your team, encouraging everyone to contribute their perspectives and insights.

10

**Dress Professionally:** Maintain a polished and professional appearance in the workplace by adhering to your company's dress code and asking your manager. Dressing appropriately not only reflects your respect for the organization but also boosts your confidence and credibility.



## Identifying Your Unique Strengths

Recognizing your unique strengths is essential to standing out as an employee. By clearly understanding what you do best, you can apply your strengths more strategically, making a noticeable impact in your role.

Articulating these strengths in performance reviews and networking opportunities can help you build a strong personal brand. Ultimately, leveraging your unique strengths not only boosts your confidence but also positions you as a valuable asset within your team, fostering professional growth and advancement.

▶ For Ted Rogers Co-op students, we recommend revisiting your Lumina portrait, which was completed at the onset of your program.

▶ For all other students or for Ted Rogers Alumni, the Lumina Splash app is a valuable resource. This free tool offers comprehensive insights into your personal strengths, aiding in your overall professional growth.









Download Lumina Splash on [Google Play Store](#)  
Download Lumina Splash on [Apple App Store](#)



# Key Professional Skills of Standout Employees

While each organization may prioritize different values, certain key skills consistently define standout employees, making them more likely to succeed and contribute positively to their teams and the company as a whole. Based on data pulled from the 2024 Annual Co-op Reports, these professional skills include:

Professional Skills	How To Leverage These Skills
<b>Communication</b> 	Employers highly value clear and effective communication skills. Being able to articulate your thoughts, listen actively, and respond appropriately fosters collaboration and reduces misunderstandings. Good communication involves being open to feedback and ensuring everyone is on the same page.
<b>Organizing</b> 	Being well-organized is a trait that employers greatly appreciate. Strong organizational skills enable you to manage your time, tasks, and resources effectively, ensuring that deadlines are met and work is completed efficiently.
<b>Management</b> 	Strong management skills involves initiating and leading projects to successful completion and making informed decisions with the organization's goals in mind. Effective management skills can also include guiding and motivating teams, delegating tasks, and ensuring that goals are met on time.
<b>Analytical</b> 	Analytical thinking involves the ability to assess complex information, identify patterns, and draw insightful conclusions. This skill allows you to approach challenges logically and make informed decisions that drive results.
<b>Professionalism</b> 	Employers value a positive attitude, adherence to workplace etiquette, and respect for colleagues and clients. Demonstrating professionalism through reliability, accountability, and integrity not only enhances your credibility but also contributes to a positive and productive work environment.
<b>Planning</b> 	Strong planning skills are essential for making a significant impact in the workplace. Set clear objectives, identify appropriate deadlines, and develop strategic approaches so that you can demonstrate your ability to oversee projects seamlessly.

## Want to Learn More for Free?



### Hub Insight

Thinking about coffee chats? Check out our Hub Insight on [How to Leverage Coffee Chats](#) and tips on how to request one.



### Note Taking

[Biggerplate](#) is a great resource if you're looking to create virtual mind maps and organize your thoughts. It's a tool that helps with brainstorming and project planning.

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CO-OP**

### Co-op Students and Alumni are Thriving

For insights on how TRSM Co-op students earned "Outstanding Performance" during their work terms, dive into our [Outstanding Co-op Video Series](#).

## Visit the Business Career Hub

### Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming events or visit [here](#).

### Bootcamps

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to view our for Bootcamp Offerings](#).

### Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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[TRSM Business Career Hub](#)



[Business Career Hub Website](#)



### Staff Contributor Melina Elia

Melina is a Co-op Coordinator with the Business Career Hub with over 10 years of experience in career development. She has worked for government-funded employment agencies and post-secondary institutions. Melina prides herself on being approachable, supportive, and strategic in planning next steps for a successful outcome.



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Amir is an EMS Co-op student. He has been actively involved in both the academic and career departments of the Ted Rogers School of Management throughout his undergraduate tenure.

## Data Sources

Government of Alberta. (n.d.) <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/position-yourself-as-a-valued-employee/>

Indeed. (January 2023). <https://www.indeed.com/career-advice/career-development/how-to-stand-out-at-work#:~:text=Standing%20out%20and%20making%20an,help%20you%20achieve%20these%20goals.>