

Work Placement Abroad

Date 21 /02/2019

Author Mgr. Kateřina Neuwirthová

Position Work Experience with the Czech School Without Borders
(<http://www.czechschool.org.uk/>) from Sep 2018 to March 2019

Introduction This is a short summary of the things that I have thought about or learned during my Work Placement Abroad. I am sure the tips will assist fellow students to make a success of their placement.

Be a Successful Trainee and Enjoy the Traineeship

- ✓ **Be everywhere on time.** (i.e. at the meetings)
- ✓ **Write down everything and always ask for the deadlines.** (When are your results required by?)
- ✓ **Hit the deadlines.**
- ✓ **Do everything as best as you can.** (Because someone builds on your work and if you do not meet the requirements, you or someone else will spend even more time working on it.)
- ✓ **Ask others about anything you are unsure of; this is better than guessing and working on your own.** (You will have to rework it and it will take you more time.)
- ✓ **Have clear priorities.** (When is it time to work, to have fun or to sleep?)
- ✓ **Organise your day.** (Do not start to work at 10 pm and then work till 3 am; the next day you will be exhausted and useless.)
- ✓ **Take advantage of all possibilities + be active + be open-minded.** (If you have a chance to see or try anything new, do not refuse it, even if you are supposed to do it in your free time.)
- ✓ **Be polite.** (Do not be unpleasant or arrogant and always be polite in conflict situations.)
- ✓ **Do not be too negative** (Maybe, things do not go as well as you wish but take advantage of all possibilities and enjoy your time in a foreign country.) **+ Do not complain too often** (the Czechs tend to complain very often and the hosts are not used to it so they do not know how to respond.)
- ✓ **Be patient.** (The beginning is not easy for anyone; you will improve over-time. Sometimes you can think that your work is purposeless but later you will discover that everything is done for a purpose.)
- ✓ **Do not create assumptions.** (i.e. Assumptions of the first impression or of what the others think about you. Most of the time, it is a misunderstanding. Be careful because your attitude to others is always influenced by it.)
- ✓ **Do not be afraid to show up, to be creative and to express your opinion.**
- ✓ **Manage your money well.** (What is it necessary for you to spend money on from your scholarship grant?)