

**AN
A TO Z
OF
OFFICE LIFE
for
beginners**

**What they
don't teach you
at school
or university**



Contents

Arriving	4
Bosses	13
Clothes	27
Desks	35
Equality	43
Food	50
Grievances	56
Human resources	63
Irritations	68
Jokes, the weather and small talk	73
Kiss or kill: office relationships	78
Learning	85
Meetings	92
No no's	98
One-to-ones and appraisals	102
Presentations and public speaking	109
Quitting	115
Ready to start?	120
Social media, phones, etc	124
Training	129
Unemployed (lost the job)	134
Volunteering	140
What next?	145
Xmas parties and work socials	147
Yes yes's	151
Zoom and the art of working from home	155

If you have never worked in an office, if this is your first job or you are returning after a few years away, or if you are simply a person who has never understood office 'rules', this book is for you.

What are you supposed to wear? What happens during meetings? Who do you go to if you have problems? And, most importantly, how do you cope with annoying colleagues?

Written by someone who has spent far too long hanging around water coolers, printers and other people's desks*

*and who also happens to have extensive professional experience as a careers advisor and writer of work-related material for students and adults

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