



HOPE METAVERSITY

THE SCHOOL OF ENTERPRISE & ENTREPRENEURSHIP · ENT 101

Getting Your First Job

Show up. Own it. Outwork them.

COURSE WORKBOOK

This workbook belongs to the four free lessons of ENT 101. Each page follows one lesson. Watch the lesson, then write. The writing is the part that sticks — you cannot think your way into a habit.

THIS WORKBOOK BELONGS TO

STARTED ON

*Free to print, copy, and hand to anyone who needs it.
No certificate is issued at 101-level. The teaching is the whole point.
hopemetaversity.com*

Understanding Work and Employers

An employer hires because they cannot be everywhere at once. You are there to do what they would do themselves if they could. Everything else follows from that.

"I don't hire skills. I hire work ethic, integrity, honesty, promptness. I can teach you how to build a computer. I can't teach you the intangibles."

DEAN HOPE

What is the job you want actually paying someone to handle? One sentence.

What would you have to show an employer to be trusted with it?

Name three intangibles you already have. Where did each one come from?

Attitude is king at this stage. What does yours look like to someone watching?

DO THIS TODAY

Before your next interview or shift, write the one sentence above on a card and read it in the car park.

Personal Responsibility and Professional Behavior

Attendance is the fastest way to get hired, fired, or promoted — and it is a respect issue before it is a time issue. Follow instructions the first time. Ask rather than guess. Own mistakes plainly and do not repeat them.

"If you can't even bother to be to the job on time, that employer knows you're not going to give it 110%."

DEAN HOPE

Think of the last mistake you made anywhere. Write the sentence you should have said.

When did you last guess instead of asking? What did it cost?

Write the question you would ask a boss to check an instruction, in your own words.

Where are you tempted to win an argument you would be better off losing?

DO THIS TODAY

Arrive early once this week — properly early — and notice what changes about the shift.

Work Ethic and Accountability

You may not be the smartest, best-looking, or most talented person applying. You can still outwork every one of them. Teach yourself first. And know that a reputation takes years to build and one lapse to break.

"I won my place in life on grit and work ethic."

DEAN HOPE

Name one thing you could out-work almost anyone at, starting this week.

What would somebody watching actually see you doing? Be specific.

Pick one skill for your job and teach it to yourself before anyone asks. Which one, and where will you learn it?

What does your reputation currently say about you? What would you like it to say?

DO THIS TODAY

Learn one thing on your own this week and let it show up at work without announcing it.

How to Stand Out Positively and Grow

Wear the name tag. Learn people's names and keep asking until you have them. Become the person who has the information — the one everybody is told to go ask. Take every cross-training offer. Then write down your value, so you can show it.

"Know your worth and make it high."

DEAN HOPE

Who at your workplace is the person everyone goes to? What do they do differently?

What could you become the go-to person for? Start with one thing.

What cross-training could you ask for this month, and who would you ask?

Where will you keep your record of achievements? Name the place.

DO THIS TODAY

Start the record today. One note, today's date, one thing you did well.

KEEP THIS GOING

Your Record of Value

Write it down the day it happens: something you did well, a commendation, an award, a customer who said something good about you, a shift you covered, a problem you solved. At review time you will be bringing evidence instead of memory. Copy this page as many times as you need.