

The background features a warm gradient from yellow at the top to red at the bottom. In the top left, two orange cranes are flying. In the top right, there are horizontal bands of colorful floral patterns. Scattered throughout are small yellow and green diamond shapes. In the bottom right, a white crane is standing on a red circular base.

Managing Expectations CIR

Presentation Orientation A: Sarah Lineker, Lisa Mallin

Presentation Orientation B: Doug Chinery, Sandy Huang

1) Realize that your situation will be different from your expectations





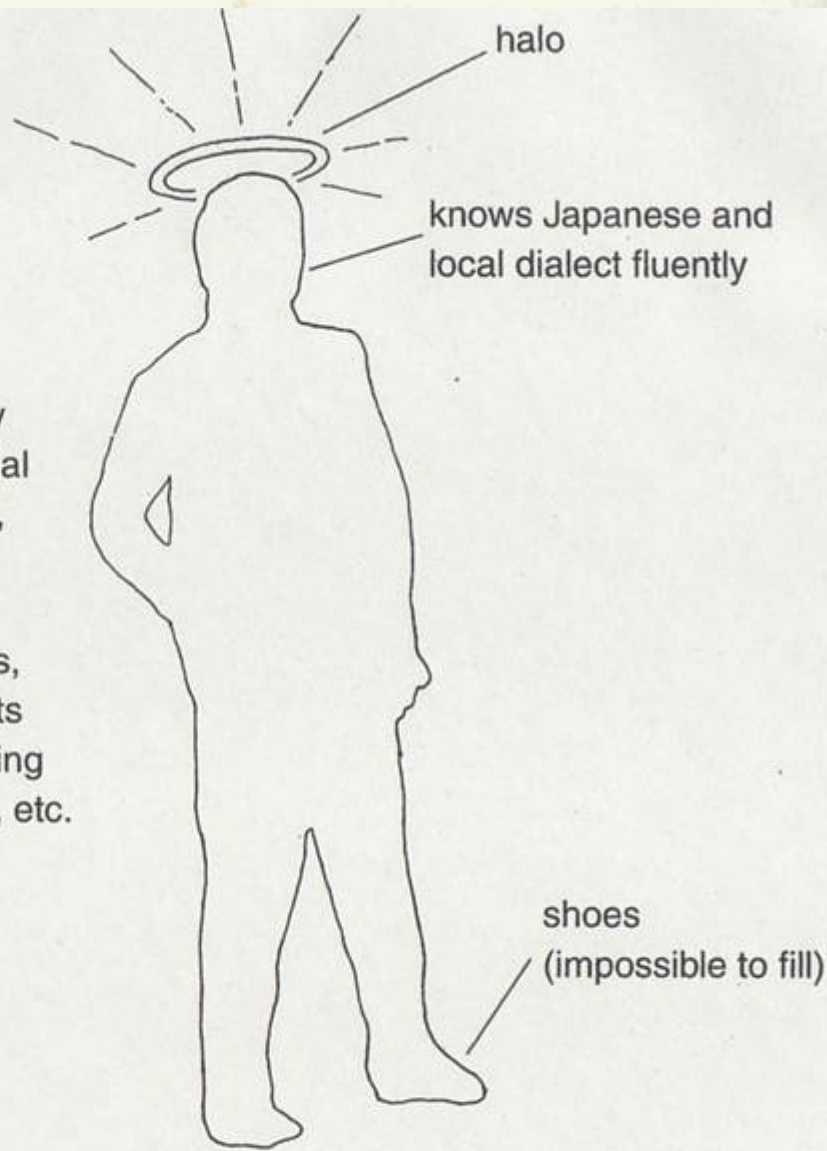
“Coordinator for International Relations”

Don't be fooled by your title: “CIR”

- what exactly are you coordinating?
- What do “international” and “international relations” mean to people?

More things to watch for

- Problems: under-working & over-working
- Don't create your own expectations
- Your predecessor's legacy: expectations created by your predecessor on work content/workload



massive community involvement—special events, newsletters, language societies, local festivals, newspaper columns, charity drives, sports clubs, teacher training seminars, etc., etc., etc.

The Predecessor (*Homo sapiens saintly*). Distinctive call (about him or her): "X sensei was not as [pick one] fat/short/skinny/loud/sloppy/quiet/hard to understand/lazy as you are."

2) Ways to adjust to the situation



- ◆ learn to be flexible
- ◆ talk to your supervisor about your concerns
- ◆ make sure to get your voice heard but know when to back down
- ◆ participate in your surrounding community

3) Ways to equalize the expectation and the reality of the situation

Give it time...

try to be patient



Advice:

- ✓ Office expectations -> find out what people in your office expect of CIRs
- ✓ Find out what people in your office think about certain issues. Everyone has their own interpretation
 - Hint: Things are often intentionally left vague
- ✓ Try not to take things personally

4) Keep good relations in the office

- ✓ Communicate
- ✓ Join the after 5 activities – hanging out with your co-workers outside of the office makes a big difference
 - ◆ Raise some issues casually
 - ◆ Plant a seed, give it time to grow and see what happens



5) Stay healthy (ways to avoid stress, support system, etc.)

JET Programme

www.jetprogramme.org

AJET

www.ajet.net

CIR Network

www.cirhomepage.org



Good luck!

