Agenda

Professionalism Defined
How Professionalism is Judged
Qualities & Characteristics of a "Professional"
How Professionalism is Judged
Dos & Don'ts
Workplace Etiquette Rules
"PROFESSIONALISM IS IN THE EYE OF THE BEHOLDER."
Professionalism

What is it?

- A specific style of behavior in the workplace
- Exhibited in our behavior
- Each workplace is different but there are key things to remember that translate across all environments
HOW IS PROFESSIONALISM JUDGED?

Unwritten Rules:
Attitudes, Conflict, Approaches, Values, and Communication Style
Qualities & Characteristics of a "Professional"

- Approachable
- Trustworthy
- Supportive
- Respectful
- Accountable
- Self-aware
THE DOS AND DON'TS OF PROFESSIONALISM AND WORKPLACE ETIQUETTE
DO

Be punctual.
'DO

Stick to work deadlines.
Think before you speak.
Focus on doing your job well.
Offer assistance to your colleagues.
DO

Stay positive.
DO

Maintain cordial relations with your colleagues.
DO

Take responsibility for your actions.
DON'T

Lie or hide your mistakes.
DON'T

Be negative.
DON'T

Gossip.
DON'T

Spend time on social media or browsing the internet for personal.
DON'T

Spend all your waking hours in the office.
First Impressions

People often form impressions about others within seconds of meeting them.