

NAME – ARPAN MONDAL

DESIGNATION – SENIOR ANALYST

TOPIC – PROFESSIONALISM

TEACHER IN CHARGE – SHRUTHI RAVINDRAN

DATE – 04.10.19

- ✚ A professional is a person who can do his best at a time when he doesn't particularly feel like it.

✚ **CHARACTERISTICS OF A PROFESSIONAL**

- Trustworthy
- Competent
- Empathetic
- Courteous
- Respectful
- Co-operative
- Integrity
- Considerate
- Dependable
- Committed

✚ **COMPONENTS OF PROFESSIONALISM**



STEPS TO BECOME A PROFESSIONAL PERSON

- Respect yourself.
- Accept responsibilities.
- Respect others.
- Respect your experiences.

UNPROFESSIONAL BEHAVIOUR

- Breach of confidentiality.
- Negative attitude.
- Giving more time to personal work at place.
- Too much openness about personal issues.
- Gossiping.
- Lack of respect for authority.
- No prompt replies to emails and calls.
- Unprofessional body language.
- Unprofessional dress.