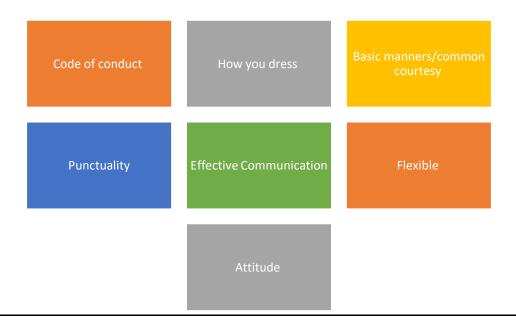
NAME – ARPAN MONDAL DESIGNATION – SENIOR ANALYST TOPIC – PROFESSIONALISM TEACHER IN CHARGE – SHRUTHI RAVINDRAN DATE – 04.10.19

■ 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.