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.