

- 20 pts Questions **Cognitive: (Wow, I learn?... Ok that is deep!)**
  - **Why is this week's topic important for teamwork?**
    - Professionalism is a huge part of the foundation of a good team. It is a required trait for each team member to be professional to allow for better communication, collaboration, and accountability. Without professionalism a team is more prone to issues that can divide individuals within a team and reduce productivity. Another thing that was important for teamwork from this week's lesson was the Personal User Manual since it allows team members to be able to get up to speed on your personality before starting. Additionally, it can help it improves communication, and the interpersonal relationships that are necessary for teams.
  - How do plan on contributing to the team, besides completing your tasks?
  - **How does your experience relate to other experiences you have had?**
    - At an earlier job, being able to apply professionalism to working relationships was something that I struggled with. It was at my first "real" job where I was required to work with another person in selling storage units to customers. Little things that I did left me unable to be there for my companion, and I failed to show consideration to certain parts of the business. If there was one thing that I wish I could've worked on most, it was reliability. Being young and dumb, I was incapable of understanding the necessity of being reliable, and it wasn't until the next job I had that I was able to understand the importance of reliability. Overall, if I had understood the tenets of professionalism better I would've done better at that job, and could've made for a better relationship with my companion.
  - **How does your experience relate to other classmates' experiences?**
    - My brother who also takes this class was talking with me about how at the last job he had, he was struggling with being professional. Being with a construction crew, it was difficult to always keep a professional demeanor and often there was a lot of goofing around going on at the worksite. However, after moving up at the company he realized that professionalism was something that helped him work better with other managers. Being able to understand how to be professional, while also having an understanding of average workers helped my brother get a well-rounded understanding of the job, and gave him an advantage of doing a better job managing other workers. And even when there were times for messing around, there was always still a sense of professionalism/
  - **Tell me about what you taught someone? And what did they learn, that they didn't know before?**
    - I was talking with my dad about some of the articles that were mentioned in the preparation section and was impressed by the

concept of the Personal User Manual. Even if the manual is never seen by others, the act of being objective and viewing your qualities objectively is a really neat and almost cathartic process that can building better personal understanding. Additionally, it was something that my dad mentioned he had learned while working with different teams in production, and the necessity of building an understanding about others quickly. But the concept of the Personal User Manual was almost revolutionary since it would allow other team members to get a brief rundown about your individual style and get up to speed on who you are and how you operate.

- **If you were to write your experience as STAR story, how would you phrase it?**
  - There was a situation at an old job I had where there was this girl who was working who didn't like me at all. There were times where she would consistently try to start drama out of nowhere and would be texting on her phone rather than working. I made it my mission to be an example and try to get her to work a bit harder at the job, and apply her experience better since she had tons of previous experience for the role she was working in. I started by utilizing elements of professionalism including consideration, asking nicely when I needed things done, utilizing clear communication, and building our personal relationship. Through those actions and professionalism, I was able to better build a better relationship with the girl and was able to work alongside her just as well as any other employee on my team. It was amazing the difference was once I was able to apply professionalism to that relationship.