# Professional association



#### What is a professional association?

A professional association is an organization with members who work in or share an interest in a specific job field or industry.

Members of professional associations will often meet regularly to discuss upcoming news in their field or will host events for other members to

meet and network.



# Why are professional associations important?

Joining a professional organization is critical in keeping abreast of the latest knowledge and practices locally, regionally, and globally.

It helps the professional to stay abreast of current issues and opportunities and will also assist in personal advancement for the member who becomes involved.

Adding a professional association to your resume may impress a hiring manager, especially if you are entering your job search with limited work experience.

# What are the five basic activities of professional associations?

Beyond networking opportunities and learning more about a career field ,students can also benefit from these aspects of professional association

- Internship and job opportunities,
- Conferences
- Industry standards
- Codes of ethics
- Update of policies

## Reasons to join professional association

- 1. New Job Prospects
- 2. Networking opportunities
- 3. Mentorship programs
- 4. Industry standard
- 5. Influence regulation
- 6. Professional development
- 7. Leadership opportunities
- 8. Volunteer opportunities

"You must treat yourself as a professional if you expect others to respect your profession. There is no reason the IT support professional should treat themselves any different[ly] from doctors, lawyers, or accountants."

-Kirk Weisler

## Value of professional association

Professional associations provide real, tangible value to those who belong to them. They become fellowships and institutions of learning, sounding boards and crisis counselors, and authoritative sources of information and nourishment for a career.

There are three levels of value provided by professional association: to the profession in general, to your organization, and to you personally.

In turn, each of these dovetails with commonly identified features of professional association: Networking, Education, Career development.

# Networking



# What do you mean by Networking?

Networking is the exchange of information and ideas among people with a common profession or special interest, usually in an informal social setting. Networking often begins with a single point of common ground

Networking is used by professionals to expand their circles of acquaintances, to find out about job opportunities in their fields, and to increase their awareness of news and trends in their fields or in the greater world.

# Networking can benefit a profession as a whole by shedding light on

- 1. Strengthening business connections. Networking is about sharing, not taking. ...
- 2. Get fresh ideas. ...
- 3. Raise your profile....
- 4. Advance your career. ...
- 5. Get access to job opportunities. ...
- 6. Gain more knowledge. ...
- 7. Get career advice and support. ...
- 8. Build confidence.



Networking is simply the cultivating of mutually beneficial, give and take, win-win relationships. It works best, however, when emphasizing the "give" part.

— Bob Burg —

AZ QUOTES

# Education



Most professional associations offer some type of training, education, and/or certification, and consider it one of their key missions.

Once professional standards and practices emerge, associations can design curricula and begin offering classes or online training.

Successfully completing one or more of these classes is recognized by certification, which verifies that you have learned those aspects of your job that have been identified as important.

The association may realize tangible financial benefits from providing training, in addition to the intangible benefits garnered by demonstrating a degree of parity with other associations, such as those for accounting, financial management, and architecture

# Education is the key to success



# Career Development

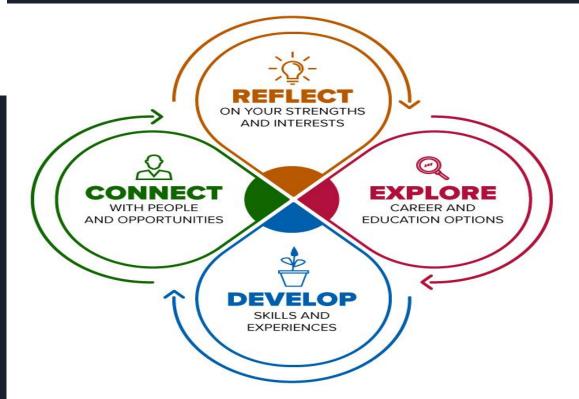


Of all the definitions of career development I've seen, the simplest and most direct is "Career development is the process of managing your life, learning, and work."

Benefits you directly in terms of your career path, but it also benefits your organization as you develop skills and knowledge that extend outside your area of expertise.

It is one thing to be an excellent desktop support technician or support center analyst or manager; it's another thing to be a support professional with a grasp of the business of support, the techniques of customer service, and access to a large array of pertinent information.





# Professional success



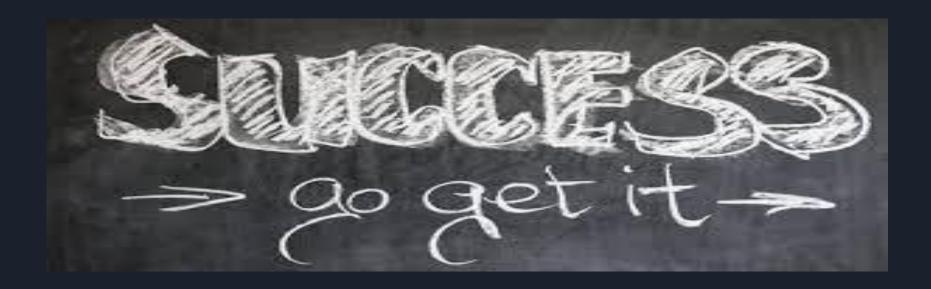
#### What does it mean to be a professional?

1. A professional is someone who possesses specialized knowledge, often in addition to having completed some focused academic preparation (such as high school or college or technical classes ) for there career.

2. Teachers, lawyers, engineers, physicians, contractors, IT workers from countless other industries are considered professionals.

#### What professional success means?

Professional success can be defined by everything you do at work that makes you happy.



# <u>What skills do professionals need to have?</u>

Intangible skills that help you interact and get along well with others. In some cases, employers may seek applicants with hybrid skills, which are a combination of soft skills and the hard skills required to do the job.

# So, let's review the top skills that all employers expect job applicants and employees to have when they work in professional roles.

- 1. Communication
- 2. Public Speaking
- 3. Teamwork
- 4. Time Management
- 5. Leadership
- 6. Flexibility
- 7. Personal Skills



## Communication



Presented by : Ranita Kaur Micro-CTL Electronics Sdn. Bhd.

### 1. Communication

Communication skills, in general, are important for any professional

#### **FOR EXAMPLES:**

- 1. Advocating for yourself and your causes
- 2. Asking for help or advice

## Public speaking

# Public Speaking



By: Bishara Adam

#### 2. Public Speaking

Almost every job requires some public speaking.

#### **SKILLS REQUIRED IN PUBLIC ARE:**

- 1. Articulation
- 2. Confidence
- 3. Creating presentation slides
- 4. Poise
- 5. Projection

# Teamwork



## 3. Teamwork

All professionals have to work in some sort of a group, whether they are working on team projects or trying to help a company achieve its mission

There are other teamwork skills professionals need:

- 1. Conflict management
- 2. Conflict resolution
- 3. Negotiation

## Time management



#### 4. Time Management

As a professional, you will be tasked with completing a variety of tasks

There are other skills professionals need:

- 1. Attention to detail
- 2. Intrinsic motivation
- 3. Meeting deadlines

# Leadership



### <u>5. Leadership</u>

Regardless of the role you play at an organization, leadership skills are important.

Some of the skills that show your leadership abilities include:

- 1. Accountability
- 2. Budgeting
- 3. Calm under pressure
- 4. Coaching
- 5. Coordinating resources
- 6. Decision making
- 7. Influence
- 8. Management
- 9. Mentoring etc.

# Flexibility



## 6. Flexibility

Most jobs require a degree of flexibility, and the ability to be willing to change.

Here are some of the skills that will enable you to show employers that you have the flexibility required for success on the job:

- 1. Able to change your mind
- 2. Adaptability
- 3. Analysis
- 4. Anger management
- 5. Patience

# <u>Personal skills</u>



#### 7. Personal Skills

Interpersonal skills are the soft skills that enable employees to work well with other workers, managers, clients, customers, vendors, and other people they interact within the workplace.

These skills and professional attributes are also important for successful professional networking, and for managing your own career growth.

- 1. Career management
- 2. Career planning
- 3. Competency
- 4. Creative thinking
- 5. Critical thinking
- 6. Emotional intelligence

## <u>Tips</u>

- 1. Write everyday
- 2. Promote yourself
- 3. Speak up
- 4. Plan for your desired professonal sitution next year then in five and ten years
- 5. Engage mentors
- 6. Take manageable risks
- 7. Apperarances matter

## **Morals**

- 1. Transparency
- 2. Accountability
- 3. Fairness
- 4. Kindness
- 5. Commitment
- 6. Sustainability
- 7. Least Harm
- 8. Punctuality



# The end 😊

# Thank you