

PROFESSIONAL DEVELOPMENT

Professional development means **growing as a person and as a future professional**. It includes building the right skills, attitudes, and behaviors that will help you succeed in school, at work, and in life.

A. Professional and Professionalism

1. What is a Professional?

A **professional** is someone who:

- Knows their job well
- Acts responsibly
- Shows respect to others
- Does their work with integrity and excellence
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You don't have to be "already employed" to act like a professional. **Students can be professionals-in-training**. Being in college is the start of building these qualities.

2. What is Professionalism?

Professionalism is the way you behave and carry yourself in a school or work setting.

It is seen in your:

Attitude

Actions

Communication

Reliability

Respect for rules and people

3. Key Traits of Professionalism

a. Responsibility

You attend class, submit requirements on time, and follow guidelines.

b. Respect

You show courtesy to teachers, staff, classmates, and school property.

c. Integrity

You are honest—no cheating, no lying, no shortcuts.

d. Competence

You continuously improve your skills and knowledge.

e. Accountability

You accept mistakes and learn from them, instead of blaming others.

f. Self-discipline

You control your behavior, emotions, and actions in challenging situations.

4. Why Professionalism Matters

- It builds **trust**.
- It makes collaboration easier.
- It prepares you for the workplace.
- It influences how others see you.
- It helps you succeed in interviews and future jobs.

B. Improving Manner, Etiquette, and Social Graces

These are about **how you behave around people**—how you talk, move, react, and handle yourself. Having good manners and etiquette makes you pleasant to work with and respected by others.

1. Manners

These are simple, everyday ways of showing respect.

Examples:

- Saying *please, thank you, excuse me, and sorry*
- Waiting for your turn
- Not interrupting others
- Keeping your noise level appropriate

2. Etiquette

Etiquette is the **set of rules** on proper behavior in different situations.

Examples:

- Classroom etiquette: listen, avoid distractions, respect authority
- Online etiquette: reply politely, avoid ALL CAPS, use respectful language
- Workplace etiquette: arrive on time, dress properly, avoid gossip

3. Social Graces

These are the **skills that make interactions smooth and pleasant.**

Examples:

- Smiling and greeting people
- Maintaining good posture
- Being polite even when stressed
- Knowing how to introduce yourself or others
- Speaking with confidence but not arrogance

4. How to Improve Manners, Etiquette, and Social Graces

- Be mindful of how your actions affect others
- Speak kindly and avoid vulgar language
- Practice self-control (especially with noise, emotions, or reactions)
- Listen more than you speak
- Observe and learn from people with good behavior
- Be respectful even if you disagree

C. Human Relations in the Workplace

Human relations refer to **how you deal with people**—your communication, attitudes, teamwork, and interaction with others in a work setting.

Even as students, practicing good human relations prepares you for future workplaces.

1. Why Human Relations Matter

Good human relations help you:

- Work well with others
- Avoid conflicts
- Build a good reputation
- Create opportunities for growth
- Feel comfortable and confident in a professional environment

2. Key Elements of Good Human Relations

a. Communication Skills

Being able to express yourself clearly and respectfully.

- Choose your words wisely
- Listen actively, don't just wait for your turn to talk
- Avoid disrespectful tones

b. Teamwork

Knowing how to cooperate, share tasks, and support group members.

- Avoid dominating or slacking
- Help the group succeed

c. Respect for Authority

In every workplace there are leaders, supervisors, and managers—just like teachers in school.

- Follow instructions
- Respond politely
- Do not ignore or disrespect their guidance

d. Emotional Intelligence

Understanding your emotions and managing them.

- Stay calm
- Avoid overreacting
- Handle criticism professionally

e. Adaptability

Being able to adjust to changes, new tasks, or new people.

3. Behaviors That Hurt Human Relations

- Being noisy and disruptive
- Disrespecting teachers or superiors
- Ignoring instructions
- Being rude or sarcastic
- Spreading negativity or gossip

4. Behaviors That Improve Human Relations

- Cooperating with classmates or coworkers
- Following rules willingly
- Being humble and open to correction
- Showing gratitude
- Treating everyone with dignity

Summary

Professional development starts now, not after graduation.

To grow as future professionals, students must learn:



Professionalism

Act responsibly, respectfully, and with integrity.



Manners, Etiquette, and Social Graces

Behave politely, speak kindly, control yourself, and respect others.



Human Relations

Work well with people, communicate wisely, follow authority, and maintain good relationships.