



PROFESSIONALISM COURSE

- **What is professionalism?**
 - Your professionalism in the workplace includes how you present yourself, how you behave, and how you interact with other people.
 - The way you do your job shows great skill and experience of yours in the workplace.
 - Simply put, professionalism is the way you conduct yourself at work to represent both yourself and your company in a positive way.
- **Why is professionalism needed in your workplace?**
 - Nate Masterson, HR manager, says, "A lack of professionalism suggests a lack of respect towards an employer, which can impact your ability to land a job."
 - Your professionalism encompasses the way you carry yourself, your attitude, and the ways you communicate with others. Being professional can ensure a positive first impression, successful interpersonal relationships, and a lasting reputation within your organization and industry.
 - To ensure good performance by all:
 - *Everyone should do the best they can in their job.
 - To ensure good team spirit:
 - *People should value organizational goals.
 - To keep employees motivated:
 - *The office culture should be enthusiastic and enjoyable at the same time.
 - To ensure justice for everyone's efforts:
 - *Employees' quality and quantity of work are considered.
 - To maintain the appropriate level of communication:
 - *It ensures that those who need to be heard are heard.

- **How to improve your professionalism in the workplace**

1. **The main thing is your behavior**

- Follow company policies and rules.
- Treat others with courtesy and respect.
- Understand and follow your company's culture.
- Be respectful of fellow employees, colleagues, and clients, regardless of their rank or status; everyone is important.
- Don't make snide comments about someone else's private entanglements.
- Manage your emotions and language, especially during stressful times. Learn to recognize and control frustration, overwhelm, tiredness, and other emotional states.
- Act honestly and openly so people can trust you and your word, and always give credit where it's due.
- Be supportive of your team and colleagues—help where and when you can, even if it's simply to listen, and be willing to share your skills and knowledge.
- Ask for feedback so you can find out what you could have done differently or better. That way, you will continue to develop your skills and capabilities while demonstrating your desire for growth.
- Don't be late to work or take longer than usual breaks; ensure you meet deadlines; turn up for meetings prepared and on time; and respect other people's time.

2. **Dress appropriately OR Code in the Workplace**

- There are generally four types of corporate dress codes: business formal, business professional, business casual, and casual.
- Dress codes are used to communicate to employees what the organization considers appropriate work attire. A dress code or appearance policy allows an employer to set expectations regarding the image they want the company to convey. Dress codes can be formal or informal and might include the use of uniforms.
- The way you dress for your job can affect how motivated you are to work and, therefore, also affect how productive you are.

3. Communication

- Ineffective communication can often lead to negative work relationships and can affect your company's bottom line.
- Whether it's a face-to-face meeting or an e-mail thread, every employee should have an understanding of the basics of communication.
- Being a good listener is one of the best ways to be a good communicator. No one likes communicating with someone who cares only about putting in her two cents and does not take the time to listen to the other person.
- Your body language, eye contact, hand gestures, and tone of voice all contribute to the message you are trying to convey.
- Good verbal communication means saying just enough—don't talk too much or too little. Try to convey your message in as few words as possible. Say what you want clearly and directly, whether you're speaking to someone in person, on the phone, or via email.
- It is important to be confident in your interactions with others. Confidence shows your co-workers that you believe in what you're saying and will follow through.
- A good communicator should enter into any conversation with a flexible, open mind. Be open to listening to and understanding the other person's point of view rather than simply getting your message across.
- People will be more open to communicating with you if you convey respect for them and their ideas. Simple actions like using a person's name, making eye contact, and actively listening when a person speaks will make the person feel appreciated.

4. Timing punctuality

- Punctuality is a sign of professionalism and helps you stand out as a reliable and trustworthy employee.
- Being late tells others a lot about you, your integrity, and your respect for other people. It tells them you think your time is more important than theirs, and whatever you are doing is more important than what they could be doing. It shows disrespect and disregard, and it tells the other person you're totally unreliable, careless, and disorganized.
- Reducing stress is another benefit of being on time for work. Often, being late for work can cause stress, as it can make tasks and projects feel rushed.

- Being on time for important meetings can show your colleagues that you are focused on the well-being of the entire team, which can strengthen team morale and relationships.
- By being punctual, you can show that you are responsible, committed, and ambitious about your work.
- Consistently being on time for work can also show that you possess good time-management skills.

5. Professional Email writing

- Use a direct subject line.
- Use a professional email address.
- The "reply-all" button should be used sparingly.
- Add a professional email signature.
- Use professional greetings.
- Be wary of excessive exclamation points, slang, and emojis.
- Be careful when using humor.
- Acknowledge and reply to all your emails.
- Always proofread before pressing send.
- Add the email address after you've composed the message to avoid sending incomplete mails.
- Always consider how cultural differences may affect your communication.
- Keep your fonts simple and classic- use Verdana for your mails.
- Consider your tone.
- You can find an example of a professional email below.

Monthly Meeting - MV Clouds Inbox x



Hetavi Shah

to me ▾

Hello Moksha,

Greetings from MV Clouds!

Hereby, I would like to inform you that our monthly staff meeting will be held on 27th September 2022 at 10:00 AM onwards, the topic will be "Professionalism Etiquettes".

Kindly request you to be at the venue before the time. Please feel free to add any items by replying to this email at least a day before our meeting.

If you have any queries or questions regarding this, feel free to contact us any time.

Have a great day!

Regards,

—



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Noted.

Noted with thanks.

Thanks, I will be there.

↩ Reply

➡ Forward

