



SLIIT

Discover Your Future

IT2100 – Employability Skills Development

Lecture 2 – Ethics and Professionalism



Content

- What is Professionalism?
- Value System?
- How to Behave in the Industry – Ethics, Values and Professionalism

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- What is Professionalism?
- Value System?
- How to Behave in the Industry – Ethics, Values and Professionalism

What is Professionalism...

- Can be defined as the **skills, competence** and the **conduct** displayed by an individual of a certain profession
- Individual's conduct at work | Trait
- The Professions
 - ✓ Careers that require lot of education
 - ✓ Have high earnings

What is Professionalism...

- Cashiers
- Maintenance Workers
- Waiters
- Occupations that require
 - ✓ Average education
 - ✓ Minimal training
 - ✓ Have a modest earning

What is Professionalism...

- Doctors
- Engineers
- Lawyers
- Often called professionals...
- BUT
- Some cases that professionals display very little while other occupations demonstrate high level of character/trait

What is Professionalism...

- Sometimes you may think...
- **WHO CARES**
- If you don't demonstrate professional behavior at work
- As long as you do your job well
- Boss | Clients | Co-workers
- You will have to face severe consequences
- It can affect your chances for advancements
- Even the ability to keep your job

What is Professionalism...

- How can you show your professionalism?
- Follow these dos and don'ts:

DO
Make It a Priority to Be on Time
Dress Appropriately
Watch Your Mouth
Offer assistance to Your Colleagues
Try to Stay Positive
Always Fight Fair

DON'T
Don't Be a Grump
Don't Gossip
Don't Hide From Your Mistakes
Don't Lie
Don't Air Your Dirty Laundry

What is Professionalism...

● Make It a Priority to Be on Time

- When you arrive late for work or meetings
- It gives your boss and co-workers the impression you don't care about your job
- They feel like you don't value their time
- Pay attention to the clock
- Set alarms if you have to
- Show at least a few minutes before you start work and return on time from breaks

What is Professionalism...

● Dress Appropriately

- Whether you have to dress for work, or you can dress casually...
- Your appearance should always be neat and clean
- Choose the type of clothing your employer requires
- If there isn't a dress code...
- Pick attire that is the norm for your place of employment

What is Professionalism...



● Watch Your Mouth

- Swearing, cursing or cussing - whatever you call it - has no place in most workplaces
- Refrain from using foul language
- Try your best to minimize use of double meaning words
- Particularly if those who may be against you, or your ideology are present
- A good rule of thumb
- If you wouldn't say it to your grandmother, don't say it at work.

What is Professionalism...

● Offer Assistance to Your Colleagues

- True professionals are always willing to help their co-workers
- When they are overburdened or facing a challenge at work
- True professionals aren't afraid to share knowledge, opinions, or simply an extra pair of hands; **Why...**
- They know one person's success reflects well on everyone in their team
- However it is important not to be too pushy...

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What is Professionalism...

● Try to Stay Positive

- Negativity is contagious
- Think about an incessant complainer
- This could be a drop of morale among the other employees | Your boss may not like this
- This doesn't mean you should be silent
- Get an appointment to meet your boss with a plan for how to make improvements

What is Professionalism...

● Always Fight Fair

- Disagreements with your co-workers or even with your boss
- Don't let yourself get angry
- Neither screaming nor door-slamming allowed in the workplace
- Calmly explain your opinion
- Be ready to walk away if you cannot sway the other person or if they begin to lose control

What is Professionalism...

● Always Fight Fair

- Disagreements with your workers or even with your boss
- Never follow in the footsteps of those who have been followed in the past
- Calmly explain your position
- Be ready to walk away if you cannot sway the other person or if they begin to lose control

**YOU SHOULD ALWAYS AVOID
PHYSICAL CONTACTS**

What is Professionalism...

● Don't be Grump

- Leave your bad mood at the door when you come to work
- We all have days when we aren't feeling our best
- Remember not to take it out on your boss, your co-workers, and especially your clients
- If work caused your bad mood...
- Find a way to make the best of the situation until it is or else you may quit the job

What is Professionalism...

● Don't Gossip

- You may be tempted to tell your cubical neighbors what you heard at lunchroom, **BUT...**
- Gossiping makes you look like a middle school student
- If you know something you simply must share, tell someone who has nothing to do with your workplace

What is Professionalism...

● Don't Hide From Your Mistakes

- As hard as it may be to do, own your mistakes and do your best to correct them
- Never blame others for your mistakes, even if they deserve it
- Instead, set an example so that those who share responsibility for the mistake can step forward and admit their part

What is Professionalism...

● Don't Lie

- Dishonesty always makes you look bad
- A true professional is always upfront
- If you feel you are unqualified...
- Don't apply for it or try applying with an explanation of how your other strengths compensate for the missing requirement

What is Professionalism...

● Don't Air Your Dirty Laundry

- Be judicious about whom you talk to
- Especially when it comes to personal matters
- If you do decide to share something personal with your close friend in workplace, don't do it where other co-workers overhear you
- Exposing your personal life to the office is not recommended