

# Professionalism in the Workplace

Presenters

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# Professionals:

- Trustworthy
- Competent
- Respectful
- Act with Integrity
- Considerate
- Empathetic



# Professionals:

- Courteous
- Dependable
- Cooperative
- Committed

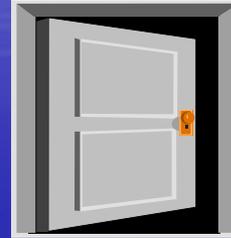


# Quality and characteristics of a professional

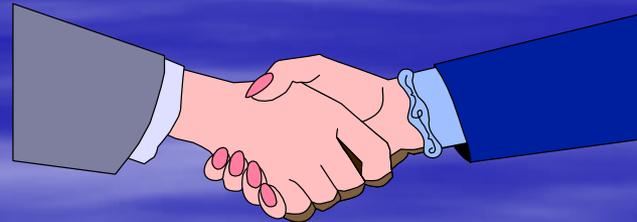
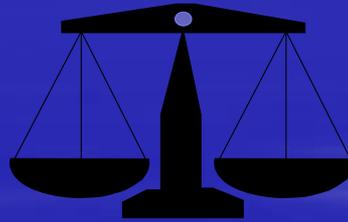




# Perspectives



- Approachable
- Trustworthy
- Supportive
- Respectful
- Accountable



# Dialogue

- What do you think?



# What is Professionalism?

- A specific style of behavior in the workplace
- Values and professional roles
- Exhibited in our behavior



# Professionalism?

- Respect for self and for others
- Know- how
- Mature responsibility
- Problem solving perseverance



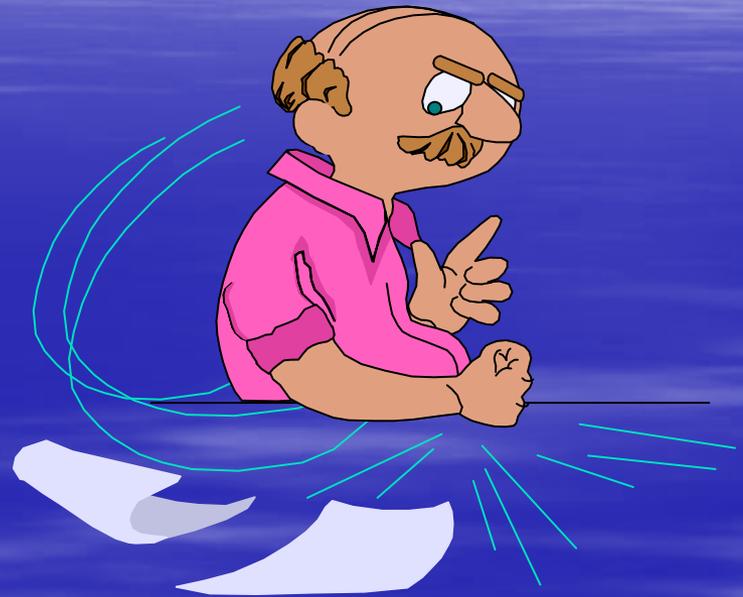
# Professionalism

How is professionalism judged?



# Unwritten Rules

- Attitudes
- Conflict
- Approaches
- Values
- Communication Styles



# How is professionalism judged?

- Against expectations or standards
- One's personal values and an understanding of what "professionalism" means
- Situational in nature
- Strongly influenced by culture



# How is professionalism judged?

- Your Communication
- Your Image
- Your Competence
- Your Demeanor
- Professionalism is in the eye of the beholder



# Unprofessionalism

According to the Free Dictionary by Farlex:  
unprofessionalism is defined as “not conforming to the  
standards of a profession or unprofessional behavior “



What is expected from a  
Professional?  
Where do I start?

DISCUSSION



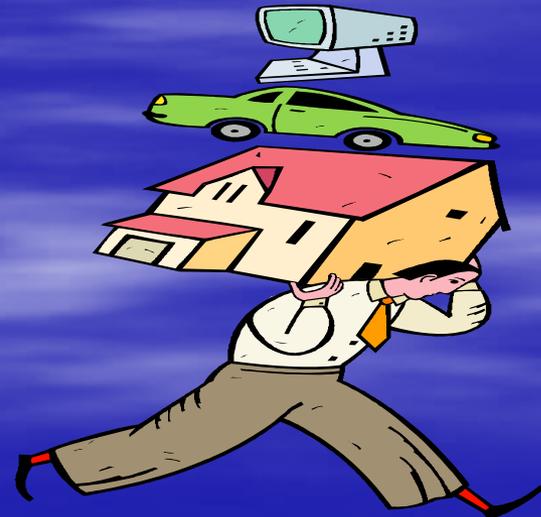
# Where Do I Start?

- Self Respect
- Accept Personal Responsibility
- Respect for others
- Respect the experience



# Individual Responsibility

- Respect for others and their rights
- Know your boundaries/limits
- Stay out of others affairs
- NO GOSSIP

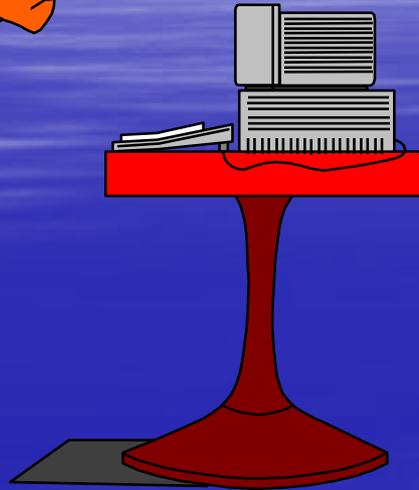


# Individual Responsibility

- Do not handle personal interest at “work”
- Keep inappropriate language out of workplace
- Regulate personal cell phone usage



# Crossing Professional Boundaries



# Professional Boundaries

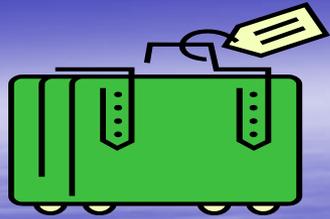
- Relationships
- Communications
- Self disclosure
- Exploitation
- Breaches of Confidentiality



# Why are boundaries important?



- Communicate clearly
- All personnel information should be kept strictly confidential
- Do not discuss co-workers with others especially about health or health care.
- Do not feed into the office gossip



# Workplace Baggage

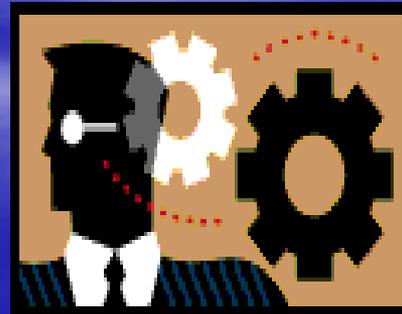


- How do you take the personal out of the workplace?
- How do you leave emotional baggage at the door?
- Why is it important?



# Getting Emotional Baggage out of the workplace

- Requires work-life balance
- Requires discrimination and distinction
- Requires examination of personal values





# Work-Home Balance

- Manage your time
- Track how you use your time
- Plan your days
- Embrace small necessary interruptions



# Work-Home Balance



- Pamper yourself
- Set aside a whole day or evening for fun
- Scheduling your daily activities
- Take a break when you become frustrated



# Conclusion



*Respect*

- Start with self
- Leave personal unexpressed feelings at the door prior to entering the workplace
- Determine your values
- Pay attention to how you communicate

*The End*

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