Professionalism in the Workplace

Presenters
Shelvy L. Campbell, MS, EdS, ABD
Dedriell D. Taylor, MS, EdS
Professionals:

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

- Courteous
- Dependable
- Cooperative
- Committed
Quality and characteristics of a professional
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

- 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
References

