

My Professionalism Priorities



Neat, sharp, ready to help

My Personal Priorities are:

1. _____
2. _____
3. _____
4. _____

One Thing I Will Avoid

1. _____



Calm, clear, kind, tactful

My Personal Priorities are:

1. _____
2. _____
3. _____
4. _____

One Thing I Will Avoid

1. _____



Open, willing, generous

My Personal Priorities are:

1. _____
2. _____
3. _____
4. _____

One Thing I Will Avoid

1. _____

Positive Attributes of Look

- ✓ Attire suits the job
- ✓ Calm
- ✓ Caring
- ✓ Dependable
- ✓ Exceed the dress code
- ✓ Friendly face if approached
- ✓ Interested
- ✓ Like a role model
- ✓ Smiling
- ✓ Steady
- ✓ Tidy desk/office
- ✓ Trustworthy
- ✓ Willing and able

To Avoid in How I Look

- ✓ Cluttered desk
- ✓ Disheveled appearance
- ✓ Exposed body parts
- ✓ Rushed (late)

Positive Attributes of Speak

- ✓ Cordial
- ✓ Courteous
- ✓ Empathetic
- ✓ Encouraging
- ✓ Kind
- ✓ Positive
- ✓ Tactful/discrete
- ✓ To the point
- ✓ Truthful/genuine
- ✓ Unrushed/slow
- ✓ With confidence
- ✓ With integrity
- ✓ Words match tone-face-body

To Avoid in How I Speak

- ✓ Over-sharing
- ✓ Intolerance/criticism
- ✓ Saying unkind things
- ✓ Sharing what isn't my story

Positive Attributes of Act

- ✓ Anticipate others' needs
- ✓ Diligent
- ✓ Discrete
- ✓ Efficient without rushing
- ✓ Growth mindset
- ✓ Happy
- ✓ Problem solver
- ✓ Productive/engaged
- ✓ Organized
- ✓ Respectful
- ✓ Self-aware
- ✓ Take initiative
- ✓ Uplifting

To Avoid in How I Act

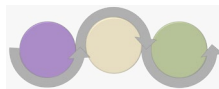
- ✓ Disgruntled
- ✓ Frustrated
- ✓ Impatient
- ✓ Irritated



What is Professionalism?



Professionalism is the way you conduct yourself that shows your work ethic and makes a positive impression. It is not the job you do, **it's how you do the job.**



Resources: *My Professionalism*

LinkedIn Learning

Be a Professional (~5 minutes)

<https://www.linkedin.com/learning/developing-your-professional-image-in-a-new-job/be-a-professional?autoplay=true&u=50844473>

Developing a Professional Image in a New Job (~ 56 minutes)

<https://www.linkedin.com/learning/developing-your-professional-image-in-a-new-job/welcome?autoplay=true&resume=false&u=50844473>

Mistakes You Should Avoid at Work (~ 21 minutes)

<https://www.linkedin.com/learning/mistakes-you-should-avoid-at-work/boost-your-career-by-avoiding-key-mistakes?autoplay=true&u=50844473>

Developing Leadership Presence (~ 40 minutes)

<https://www.linkedin.com/learning/developing-leadership-presence/what-leadership-presence-is-and-isn-t?autoplay=true&u=50844473>

Impact of Your Appearance (~4 minutes)

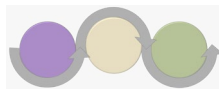
<https://www.linkedin.com/learning/projecting-intelligence/impact-of-your-appearance?autoplay=true&resume=false&u=50844473>

Projecting Power Through your Appearance (~3 minutes)

<https://www.linkedin.com/learning/executive-presence-tips-for-women/projecting-power-through-your-appearance?resume=false&u=50844473>

How to Own a Room (~ 54 minutes)

<https://www.linkedin.com/learning/how-to-own-a-room/the-secrets-to-owning-a-room?autoplay=true&u=50844473>



More Resources: *My Professionalism*

Online sources

You have 7 seconds to make a first impression

<https://www.forbes.com/sites/serenitygibbons/2018/06/19/you-have-7-seconds-to-make-a-first-impression-heres-how-to-succeed/?sh=15cbb9ec56c2>

10 Ways To Be Professional at Work <https://www.monster.ca/career-advice/article/10-ways-to-be-professional-at-work-canada>

Professionalism at Virginia Tech

<https://career.vt.edu/develop/professionalism.html>

Indeed on How to Be Professional <https://www.indeed.com/career-advice/career-development/how-to-be-a-professional>

Mind Tools on Professionalism

<https://www.mindtools.com/pages/article/professionalism.htm>

JMU Talent Development Resource Collection Books

- *Power Etiquette: What You Don't Know Can Kill Your Career* ©1999 by Dana May Casperson
- *Bliss or Diss Connection, The; Email Etiquette* ©2007 by Cherie Kerr
- *Business Class: Etiquette Essentials for Success at Work* ©2005 by Jacqueline Whitmore
- *Career Skills Library: Professional Ethics and Etiquette, 3rd ed.* ©2009 by Ferguson Publishing
- *The Etiquette Advantage* ©1998 by June Hines Moore
- *The Etiquette Edge: The Unspoken Rules for Business Success* ©2005 by Beverly Langford

