Professionalism in the Workplace

“Being successful is about professionalism, and chewing gum is unprofessional. It’s also a huge pet peeve of mine.” – Tabatha Coffey

Learning Targets:

I understand professionalism in punctuality, appropriate dress, task completion, and applying good personal grooming habits.

I can exhibit positive professionalism with customers and technical writing skills

- With a partner, or by yourself, choose one of the topics to present to the class. Note, you will present from your computer. Your computer screen will be shared with others.
- Each person/group should choose a topic that has not been “taken.” Sign up with Ms. Robinson.
- You may incorporate text in a PowerPoint presentation, Prezi presentation, etc. If you find a short, appropriate video, you may share that, as well.
- You should thoroughly explain the topic and provide examples of what to do and what not to do.

TOPICS:

- Punctuality
- Attitude/Mood
- Dress/Attire
- Communication—speaking, e-mailing, texting
- Gossiping
- Making mistakes
- Handling conflict/disagreements
- Character—lying, being “sneaky”
- Sharing too much information
- Flirting and harassing
- Calling in sick
- Meeting deadlines
- Work Ethic