

Free professionalism at work place essay sample

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INTRODUCTION

Maintaining ' professionalism' at work is one of the most important aspects in ensuring that the quality of work and the culture and atmosphere in the workplace is good. It includes actions, conducts that support, and values the mission of organization, thereby maintaining a professional workplace. In other words, it may be defined as the indication that a person is performing his/her job honestly and sincerely.

Every organization should adopt and follow organized behavior and treatment along all levels, among its employees. Professionalism should be maintained to ensure that everyone is performing his or her jobs well.

Treating everyone with due respect and using appropriate language will keep the employees motivated and happy, which greatly helps in improved performances. Setting professional boundaries depending on the roles will help enhance the relationship between employer and employee. Violating the boundaries tends to make the job and its responsibilities seem unofficial, because of which, the standard of work will fall significantly. Small unprofessional activities like gossiping about each other, developing a negative attitude, taking leave without a valid reason, not maintaining a courtesy to smell good and keep the place tidy can lead to expensive effects like low productivity, low employee morale and poor customer service.

Acting like a professional means really doing what it takes to make people have an impression that I am reliable, honest and respectful. Some of the common traits that I would use to exhibit professionalism are discussed as follows:

- Confidence: Believe in self and be confident in what you do. It creates

competence in the role we perform.

- Dress appropriately: Wear appropriate formal outfits to workplace. A pleasant and good dressing sense makes you look professional.
- Positive attitude: Stay positive and have a smile on face always. Do not have pessimistic thoughts or attitude. Positive attitude is very essential to reach great heights.
- Respect: Give respect to everyone. Never underestimate anyone.
- Timeliness: Always complete the task within given deadlines. This will improve your impression amongst others.
- Effective communication: Be an effective communicator and avoid any communication gaps.
- Reliability: Create an opinion that you can be trusted and relied upon, an impression that you will give your best in completing any task irrespective of how close the deadlines are.
- Honesty: Always tell the truth and stand up for it. Do not hide anything.
- Good Listener: Be a good listener to all the ideas that come from your colleagues. Do not try to dominate others by not allowing them to express their ideas.
- Ethical: Do not allow yourself to be allured while interacting with people from a different culture. Know your culture well and do not feel embarrassed to follow it.
- Politeness: Speak politely to everyone. Do not use harsh or un-parliamentary language under any circumstances.
- Mature: Learn to handle any grievances, fights or misunderstandings or any other kind of discomforts in a professional way. Try to solve them in a fair

manner. Do not encourage verbal fights or any other means to seek revenge. This can greatly spoil your image.

- Good observer: Be a good observer and observe all the steps involved in a task seriously.
- Staying focused: Do not allow personal life to unnecessarily have an impact on your professional life.
- Know your limits: Set boundaries and always stand within it. Do not cross boundaries by behavior or interaction with others; similarly do not encourage anyone to cross the limits you have set for yourself.

REFERENCES

Garceau, Gloria. " Professional Boundaries in The Workplace." Presentation. 2013.

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