

# WORKPLACE ETIQUETTE



# You are now a Professional

- What does it mean to be a Professional?
- How do I act Professional?
- Are there specific characteristics that make me a Professional?
- Is there a specific way to dress Professional?



# Definition of Professionalism

- The competence or skills expected of a professional
- The conduct, aims, or qualities that characterize or mark a professional person
- The skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well
- Used to describe the type of behavior you would expect from a professional person
- Is skill or behavior that goes beyond what an ordinary person would have or behaving in a more formal or business-like manner

# Professionalism

- Respect for self and for others
- Being a mature adult when carrying out daily duties in the workplace
- Problem solving perseverance
- Displaying a sense of good work ethic and time management skills
- Accepting personal responsibility for one's decisions and actions
- Being honest and having integrity

What is Professionalism

# Others will judge you as a Professional

- Are you meeting expectations at work?
- Does your work reflect that of a professional employee?
- How do you communicate with your coworkers and superiors ?
- Do you look like a professional when at work?
- Are you seen handling personal issues while at work?



# Characteristics of a Professional

- Accountable to complete your job tasks
- Dependable to be at work everyday
- Respectful to others
- Trustworthy
- Competent to do your job
- Acts with integrity
- Supportive of other coworkers
- Doesn't gossip or use social media at work



# Professional Appearance

- Well groomed and clean shaven
- Professionally dressed according to the workplace dress code
- Clothes ironed and neatly put together
- Hair style professional
- Professional make-up and jewelry
- Presenting a positive image



# Is this appropriate professional attire?





Is this appropriate professional attire?



# Professional Behavior within the Workplace

- Know the rules regarding cell phones
- Understand the difference between private and public accounts
  - \*Facebook
  - \*Instagram
  - \*Snapchat
  - \*Twitter
- Follow proper email etiquette
- Professional voicemail messages



# Professional Employees get Noticed

- Employers promote from within in most cases
- Promotions happen to employees who are good representations of the company
- Managers like to see qualified employees advance
- Employees who are responsible and have good work ethic
- Do you go above and beyond for the company?
- Are you promotion material?

Professionalism

***I got promoted.***



# What Does Professionalism Mean to You?

## PROFESSIONALISM

ALTRUISM DOCTORS SOCIETY PATIENT SCIENTIFIC  
ETHICS ACCOUNTABILITY KNOWLEDGE

INTEGRITY CONTRACT WITH SOCIETY ACCESS

HONESTY ROLE COMMUNICATION SKILLS

MODELS CLINICAL COMPETENCE

DOCTORS

HEALTHCARE CONTINUED LEARNING

EMPATHY CONFIDENTIALITY RESOURCES

RESPONSIBILITY MEDICAL EDUCATION DUTY

# QUESTIONS?

