

A New Decade, “Professionalism in the Workplace”, 2010

Hello and Happy New Year Everyone!

Recently, our Vice President, Emily Maynard, and I were invited to speak at Florida International University (FIU) Legal Studies Institute and discuss “Professionalism in the Workplace”. It was such a relevant topic that WSFL TV’s, The Morning Show, formed a segment for me to share it with their viewers. The attention the topic received from FIU and The Morning Show prompted me to share the information with you!

We are continuing to experience unprecedented unemployment levels, and as we enter a new decade, professionalism in the workplace remains a very important topic. Whether you are entering the corporate world for the first time or currently have a job, you want to do everything possible to retain it.

Why is Professionalism in the Workplace important?

- When people act professionally, respect each other and adhere to policies, procedures and expectations, it’s easier to operate within a unified corporate vision.

The Impact of Unprofessionalism in the Workplace:

Unmotivated at work is often a byproduct of dissatisfaction with a person’s role in the company and will lead to:

- An employee viewing their company and job as a place to remain until something better arises and do the minimum work required.
- Conducting personal business on company time.
- Customer service, group morale and business results suffering.

Below are the measures you must implement, and also avoid, in order to increase the probabilities of success with your current position, a new organization or your introduction into the corporate world.

Increase your Corporate Success by:

- Remembering there are nearly 16m people unemployed and you can be replaced easily- do everything you can to prove your value.
- Dressing & grooming appropriately-dress for success and you will be perceived as successful. Then it’s up to you to perform!
- No conducting personal business on company time- it’s dishonest and you’re being paid for work & not producing up to expectations.

- Treating everyone with respect-give respect & you'll receive respect.
- Being perceived as a team player-have a great attitude and do whatever it takes to get the job done.
- If someone is willing to share knowledge, accept it! Who wouldn't want to learn from a more experienced co-worker?
- Following corporate chain of command- never go above and gripe about your supervisor. Have direct and open communication.
- Not gossiping. Stay out of office politics-inevitably when you talk about someone, it will come back to haunt you.
- Being cautious in who you confide in-sharing sensitive information with the wrong person may hurt you if that relationship goes sour.
- Watch every email, text and voicemail & send each one as if its public information as it can be forwarded to anyone.
- Ensuring your credit & driving history is as clean as possible-if your personal information takes a dive, it may affect you later.
- Assuring everything online is how you want to be perceived, including your social networking site participation-you may be perceived one way at work, but online may provide an unflattering perspective to your current or future employer.

Some of these items may seem like common sense to many of you, but you would be surprised how many people we encounter who don't implement many of them. I hope this information has brought to the forefront the importance of "Professionalism in the Workplace" and the steps you must take in order to maximize your productivity and become a valuable employee to your current or future employer.

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