



**OCEAN
DISCOVERY
INSTITUTE**
young lives transformed through science

DEVELOPING OUR PROFESSIONALISM

Career Access Mentor Program

TODAY'S GOAL

To inspire participants through alumni stories to demonstrate professionalism, in service to achieving their goals in their chosen industry.

AGENDA

- Discussion on Professionalism
- Professionalism Panel & Roundtable
- Professionalism Role Playing
- Wrap Up

WHAT IS PROFESSIONALISM?

ONE DEFINITION...

- Displaying the types of behavior and traits that command the respect of colleagues and customers, and make people want to be around you (for example, being courteous, helpful, persuasive, responsive and polished)
- Taking work seriously, and being reliable, ethical, competent and mindful of others in the process
- Maintaining composure despite challenges
- Being able to build business relationships that can further skills development and support career advancement

From: <https://www.insperity.com/blog/professionalism-in-the-workplace/>

OCEAN DISCOVERY'S DRESS CODE



- Lanyard w/ID badge on outer layer
- Professional trousers
- Professional short & long sleeved shirts
- Professional sweaters & cardigans
- Professional closed toed shoes & boots



- Lanyard w/ID badge on outer layer
- Professional tie
- Professional trousers
- Professional short & long sleeved shirts
- Professional sweaters & cardigans
- Professional jackets & coats
- Professional closed toed shoes



- Hats, caps, hoods, & bandanas (exceptions for religious or cultural reasons)
- T-shirts
- Accessories with a message
- Tops that do not cover the shoulder
- Jeans or denim, cargo pants, & cropped trousers
- Sneakers, tennis shoes, sandals & flip flops

Business Casual

Business Standard

The No Go Line Up



- Lanyard w/ID badge on outer layer
- Professional trousers & cropped pants
- Professional dresses & skirts (no shorter than 2-3 in. above the knee)
- Professional shirts & tops (no strapless or spaghetti straps)
- Professional sweaters & cardigans
- Professional shoes & boots



- Name tags worn on outer layer
- Professional trousers
- Professional dresses & skirts (no shorter than 2-3 in. above knees)
- Professional shirts & tops (covering shoulders & upper arm)
- Professional sweaters & cardigans
- Professional jackets & coats
- Professional closed toed shoes



- Hats, caps, hoods, & bandanas (exceptions for religious or cultural reasons)
- T-shirts
- Accessories with a message
- Tops that do not cover shoulders, cropped to show the waist, & see through
- Skirts over 2-3 in above knees & long slit up leg
- Jeans or denim, cargo pants, cropped trousers, & leggings

ALUMNI PANEL

SMALL GROUP DISCUSSION

Discussion questions:

- What does professionalism mean to you? What does it look like?
- How have you evolved in your professionalism?
- How has professionalism helped you succeed?
- Did you face any insecurities or hardships while developing your professionalism (teasing, discrimination, bias, body image, feedback, lack of resources or training, limited experience)?
- Share resources relevant to the conversation.

PRINCIPLES OF PROFESSIONALISM

PROFESSIONAL SKILLS

1. Interpersonal skills

Common unprofessional behaviors

- Demonstrating resistance to working alongside others
- Inability to discern the feelings of others and adapt behavior according to these cues (lacking empathy)
- Being inflexible: [Change is a constant in the workplace](#), regardless of industry or the type of work, and agility is a must.
- Adopting an inappropriate communication style for a particular audience: For example, an employee may treat one of their colleagues like they would a personal friend, throwing casual slang into conversation and broaching topics that may not be suitable for the workplace. It's key that employees understand all types of professional audiences and modify their communication accordingly.

PROFESSIONAL SKILLS

2. Image, conduct and attitude

Common unprofessional behaviors

- Failing to show up in appropriate, business-worthy attire: Whether your office requires a suit and tie or allows jeans, your employees should still appear presentable and neat. For most businesses, this means avoiding attire that causes unwelcome distractions, friction among team members or doesn't align with your company's culture.
- Flouting office rules and policies, such as constantly being late to work, and engaging in negative talk
- Demonstrating unwillingness to be part of a larger team or participate in company events (whether mandatory or voluntary)
- Expressing frustration with customers or other external parties
- Indulging in emotional outbursts, such as yelling or losing one's temper
- Having a messy and disorganized office or email inbox: If an employee's workspace appears chaotic, people will wonder which tasks or details are escaping their attention and slipping through the cracks. It just doesn't reflect well.
- Portraying an undesirable image on social media: This is especially important on employment related sites such as LinkedIn and Glassdoor, but it's also becoming a more prominent issue on all social networks including Facebook, Instagram and Twitter.

PROFESSIONAL SKILLS

3. Technology use

Common unprofessional behaviors

- Not knowing how to write a proper email, evidenced by:
 - Non-responsiveness
 - Engaging in too many back-and-forth exchanges
 - Being overly verbose
 - Making basic spelling and grammar mistakes
- Not discerning which modes of communication are best: Just as not every issue requires an in-person meeting, using impersonal media such as email, text or instant messenger (IM) can flub the delivery of a complex, more nuanced message.
- Excessive Internet or smartphone usage: This issue has gotten more complicated because of the world we live in and our reliance on doing many personal tasks online. But there is a fine line between an employee taking a short break to attend pressing personal matters (for example, scheduling a doctor appointment) versus idling away hours shopping, playing games or perusing social media.

PROFESSIONAL SKILLS

4. Leadership skills

Common unprofessional behaviors

- Lack of consistent treatment toward different team members
- Not being in tune with what's going on with direct reports professionally and personally
- Setting a poor example by not following the company's policies: Resentment occurs when employees perceive more lax standards for business leaders.
- Demonstrating a lack of trust
- Becoming too chummy with direct reports: Be careful about blurring the lines between personal friendship and the professional manager-employee relationship.

WRAP UP

ONE WORD



NEXT STEPS

- Next Challenge-of-the-Month: Dress to impress!
 - Wear your most professional clothing at our next PD
- Next PD: LinkedIn
 - Date: Wednesday, December 13 @ 10am-12pm



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THANK YOU.

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