

Workplace Readiness Skill

Professional Competency

Activity Sheet

Skill 12

Professionalism

People often think of professionalism as how someone is dressed. However, professionalism is more than just appearance. Professionalism includes reporting to work on time, how people behave, and the way individuals communicate with each other in the workplace. Acting like a professional is important to success at any job.

Description of Professionalism

Being professional means meeting organizational expectations regarding work schedule, behavior, appearance, and communication. It also means presenting the very best version of yourself at all times.

Examples of professionalism:

- Be dressed and ready to go on-time when leaving the house for an appointment.
- Give a firm handshake and make eye contact when meeting a manager or coworker for the first time on the job.

Menu of Activities

These activities are designed to help families discuss and practice professionalism. Choose one or more activities to complete with your child.

Activity 1: What's In Your Closet

1. Review the Skills to Pay the Bills video: [Enthusiasm and Attitude](https://youtu.be/-vk-99seC_l) (youtu.be/-vk-99seC_l).
 2. Talk with your child about the difference between the two examples and what professionalism means to them.
 3. Have your child straighten up their closet or area where clothes are kept and challenge them to select a complete outfit they could wear to a job interview. Discuss hairstyles, grooming, and other ways they will need to prepare.
 4. Take a picture or have your child take a selfie of their "professional look" and post it in your child's room.
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Activity 2: Professionalism at Home

- Talk to your child about qualities that demonstrate professionalism.
 - Punctuality
 - Appearance
 - Appropriate communication
 - Honesty/Integrity
- Set guidelines for the professionalism you expect from your child in the home and create a checklist with a yes/no rating.

For example:

Stay-at-Home Professional Checklist		
	YES	NO
I get up on time daily.		
I have good hygiene (ex. bath/shower, brush teeth, clean hair and nails).		
My clothes are clean and neat every day.		
I do my chores and finish them on time.		
I speak with respect to all family members.		
I help out around the house without being asked.		
I use my free time wisely (reading vs. video games or TV).		
I speak positively to and about others.		
My social media posts are positive and appropriate.		

- Rate your child and then have your child rate themselves on the Stay-at-Home Professional Checklist above.
- Compare ratings and agree to work on one task for a week to improve professionalism.

Activity 3: A Professional Schedule

- Create a daily schedule for your child. In each time block, give them two choices. One choice is a professional home activity and the other choice is a non-professional home activity (taking a shower or watching TV).

2. Go over the daily schedule with your child. For each time block ask your child which is the more professional activity (taking a shower or watching TV?). Once they pick the more professional activity (taking a shower because hygiene is important in the workplace) add that activity to the specific time block in the schedule.
3. We all get breaks at work, so allow your child to pick a break time activity after completing several professional activities in a row.

Example of a daily schedule:

Time	Choices	Selected Activity
9 AM - 10 AM	Take a shower or play video games	Shower (hygiene is important for professionalism)
10 AM - 11 AM	Work on schoolwork or take a nap	Schoolwork (focusing on work is the professional choice)
11 AM - 12 PM	Work on schoolwork or take a nap	Schoolwork (focusing on work is the professional choice)
12 PM - 1 PM	Work on schoolwork or lunch	Lunch (taking breaks to refuel is important)
1 PM - 2 PM	Clean your room or text with friends	Clean room (a clean workspace is important)

Reflection

Review the questions with your child and respond together after completing the activities.

- Did this information help your family better understand professionalism?
- What was easy or hard about learning and practicing this skill?
- Why is this skill important to use at home and at work?
- How do we continue to practice this skill in the home and in the community?
- What additional information or resources do I need to continue practice this skill?