

## **How to Demonstrate Professionalism**

Professionalism is very important, and is one of the best ways to show kindness and respect. Professionals seek to utilize their knowledge and training while adhering to the standards of their chosen profession. Professionals seek to demonstrate self-control, adherence to a high code of moral ethics and practice of the standards of their profession.

### **Dress professionally.**

Professional dress for men generally consists of a jacket, tie, buttoned up shirt and pants made from heavier materials. Professional dress for women generally consists of a skirt and top or dress as well as shoes with a heel not exceeding half an inch or a business suit.

### **Listen carefully.**

Professionalism means listening respectfully when another person is talking. The second person should make eye contact periodically and nod when appropriate. Do not take phone calls while someone else is talking.

### **Use professional titles to address others.**

Professionals address others by their work titles such as Doctor or Officer. They also address others with Mrs., Mr., or Ms.; children should be addressed politely but respectfully and not reprimanded publicly.

### **Maintain distance.**

Professionals do not invite intimacy. They do not discuss their personal relationships or their finances