WAYS TO BE PROFESSIONAL

By:
Coney M. Dela Peña
Administrative Aide VI, DepEd Schools Division Office of Bataan

We as a public servant often hear how important to behave “professionally” in the workplace and have your boss think of you as an asset to the team, doing things in a professional way is vital. Here are some common traits when it comes to being professional.

Competence it is the most important thing you should had because if you are competent enough rather have the skills and knowledge you are able to do your job well.

Reliability your officemates can depend you to show up on time, submit your work when it’s supposed to be ready.

Honesty, always apply the saying Honesty is the best policy, tell the truth and in upfront about where things stand.

Respect for others by treating all your co-workers in a nice way and meaningfully.

Self-Upgrading, don’t let your skills or knowledge become outdated but instead, always seek out ways of staying up-to-date thru studying the current trends.

Being Positive, be a blessing to others by having an upbeat attitude and try to be a problem-solver.

Staying Work-Focused don’t let your private life needlessly have an impact on your job, and not spending time at work attending to personal matters.

Listening Carefully, your co-workers wants also to be heard, so give them a chance to explain their ideas properly.
Applying these traits more frequently, the better your chances will be to create a positive reputation for yourself and also benefits of increased self-worth and dignity. Plus you keep yourself marketable for the future.