



PROFESSIONAL

“My professional life has nothing to do with my personal life and vice versa.”

INTRODUCTION

For some, being professional might mean dressing smartly at work, or doing a good job. For others, being professional means having advanced degrees or other certifications, framed and hung on the office wall.



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PROFESSIONAL STANDARDS

- Confidentiality – keeps all sensitive information private and away from those who shouldn't have access to it
- Accountability – takes responsibility for their actions
- Fiduciary duty – places the needs of clients before their own
- Honesty – always being truthful
- Integrity – being honest with strong moral principles
- Loyalty – remains committed to their profession



HOW CAN I BE A PROFESSIONAL AT WORK?

- Be of great character.
- Master several skills that make you the go-to-person on your team for these skills.
- Don't be afraid to learn new skills.
- Share your knowledge with peers if they express interest.
- Be reliable and dependable.
- Maintain a positive attitude and inspire those around you.



HOW CAN I BE MORE FRIENDLY AT WORK?

- ❖ Develop a positive attitude.
- ❖ Treat everyone with respect.
- ❖ Practice active listening.
- ❖ Connect on a personal level.
- ❖ Develop relationships outside of work.
- ❖ Work together for a larger good.
- ❖ Say thank you.



WHAT ARE THE FIVE KEYS TO WORK SUCCESS?

The most important of which being that there are 5, not 1, keys to success. They are: Determination, Skill, Passion, Discipline And Luck.



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WHAT IS CONSIDERED A PROFESSIONAL FEE?

Professional fees are prices charged by individuals specially trained in specific fields of arts and sciences, such as doctors, architects, lawyers, and accountants. "**Professional Fees**" is usually an income account used by a **professional** firm in recording its revenues.



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WHAT DOES PROFESSIONAL SERVICE MEAN?

Professional services are occupations in the tertiary sector of the economy requiring special training in the arts or sciences.

Some **professional services** require holding **professional** licenses such as architects, accountants, engineers, doctors and lawyers.



HOW WOULD YOU DESCRIBE PROFESSIONALISM?

Only people who're needed to achieve meeting goals should attend it. If you're attending a meeting without really having a role in it, your presence shouldn't be required.





END WITH A THANK YOU

I APPRECIATE YOUR CONSIDERATION / GUIDANCE / HELP / TIME