

## PROFESSIONALISM: A GUIDE FOR EFFECTIVE WORKPLACE ETIQUETTE

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In an office environment, it is important to be mindful on how to interact, how to acknowledge other's time and how to act on your work. Workplace etiquette is indispensable in creating effective and efficient workplace where everyone works well harmoniously.

Likewise, employers appreciate and value more those employees that shows professionalism and fulfill tasks in a professional manner. Employees with high degree of professionalism are considered as the assets of the organization. They are also considered as the reliable and more credible employees than that of employees who do not display professionalism.

There is no excuse for being unprofessional. Every time you are on your workplace or in any place you should look and act the part. Professionalism is not just on trait, it is a combination of skills, traits, characteristics, and qualities. It can be learned through education and practice. You may consider the following ways that can demonstrate workplace etiquette.

- **Value Commitments.** Attending to your commitments and following through it is crucial important. Honoring commitments and getting your job done matters in workplace etiquette and professionalism. In a way, you are responsible person who accomplished what needs to be done and accept the accountability on everything that is assigned to you. Being on time on meetings and reports

submission is also a must. Respecting others' time is also displayed when you value your commitments.

- Stay calm under pressure. When things go wrong at work, it is normal to get stressed, but if you can show your workmates that you are cool and have high adversity quotient, they are more likely adopt your behavior toward unexpected circumstances. Your ability to control your emotions, adopt on the new situations and endure the adverse situations are showing etiquette and professionalism. Managing stress can teach you to handle untoward situations in a clam way.
- Be attentive, responsive, and proactive. It seems easy and uncomplicated, but this is considered as one of the effective ways of displaying professionalism. Through this, you are invested enough to pay attention. Responsive body movement, taking down notes during meetings and asking relevant questions show that you are paying attention and this follows the basics of office etiquette. When you feel bored, not interested, and distant, these will send message to those around you. Likewise, being proactive allows you to invest in improving the company. You address your concerns and send your complains with solutions. Instead of bringing your concerns and complains, you are helping the administrations to fins solutions and proposed resolutions.

#### *References:*

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