

## Lunch and Learn - January 2025

### Definition of Professionalism

- Professionalism is defined as the conduct, behavior, and attitude expected of a professional in their field.

### Developing as a Professional

- Network
- Find Professional associations by occupation or industry.
- Get a mentor.
- Find local training programs that can help you get to the next level in your career.
- Subscribe to newsletters and other lists to keep informed on the latest trends in your field.

### Professional Characteristics

- Commitment and confidence
- Responsibility and dependability
- Honesty and ethics
- Empathy and Respect

### 1 How can you show professionalism?

- Make it a priority to be on TIME.
- Show up with a GOOD attitude.
- Dress appropriately for the occasion.
- Mind your manners.
- Be a team player.
- Stay positive.
- Admit when you have made a mistake.
- Use appropriate language when speaking.

### 2 Professionalism= RESPECT

- Respect is some that is earned... it's not always given.
- You should be mindful of your reputation and what you are putting out in the atmosphere as a professional.
- Do you check yourself?
- Do you hang with groups that encourage you and respect you?

### 3 What does professionalism look like?

- Examples from participants.
- Why is it important to remain professional with your professors or colleagues?
- Why would you be professional with clients/patients/customers?



### Email Etiquette

- Clear direct subject line.
- Use s professional email address.
- Look twice before responding to all.
- Include a signature block, if possible.
- Hello, Greetings, Good Morning/Afternoon.
- Regards, Best, Sincerely, Thank you.
- Be cautious using humor.
- RESPOND to emails
- Check recipients.
- Use easy to read fonts.

### Social Media

- Watch what you put on social media.
- Ask yourself is this is how you want to be represented in the world?
- Don't get into arguments with others.
- Censor yourself.
- Don't post party pictures.
- Interact with people positively.
- Don't overdo your POST!
- Check for grammar errors!!

### Your circle matters

- The people we choose to surround ourselves with will eventually shape how we think, behave, and feel daily.
- Surrounding yourself with people who lift you up, lend you knowledge, and help you learn from mistakes will eventually raise your standards to become a better person in the long run.
- Sometimes it is who you know and not just what you know.

# Newsletter

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### 1 How to Dress for Success

- Always opt for longer rather than shorter dresses and skirts.
- Cover any visible tattoos if possible.
- Do not wear body or facial piercings.
- Choose jewelry and accessories that work with your outfit rather than those that are distracting.
- Always wear clothing that is pressed and clean.

### 2 Key Items you need in your professional wardrobe

- Blazer
- Suit pants or skirt: Set preferably
- Button-up dress shirt
- Dress blouse
- Black/Nude closed-toe pumps no higher than 3 inches. Men: Nice dress shoes/loafers.
- A simple black dress that falls right at the knees or a little below the knee.
- Tie

### 3 Conclusion

- Professionalism is important in any field of work.
- First Impressions are lasting impressions.
- Always consider how you are showing up in the world and then make adjustments as needed.



## Lunch & Learn Upcoming Sessions

- Flexible Learning & Community Building - January 21st & 22nd, 2025.
- Student-Centered Focus - February 4th & 5th, 2025.
- Motivation & Engagement - February 18th & 19th, 2025.
- Cost-Effective Training & Diverse Topics - March 4th & 5th, 2025.
- Time Efficiency & Feedback & Improvement - March 18th & 19th, 2025.