

# Management Brief

Essential **Tips** for Personal Growth



*Why is professionalism important?*

## Quotes

“Good is the enemy of great.”  
-Jim Collins

“Plan your work for today and everyday, then work your plan”  
- Margaret Thatcher

“We do what we have to so we can do what we want to”  
-James Farmer

“One good test is worth a thousand expert opinions.”  
-Wernher Von Bran

“The harder I work, the luckier I get.”  
-Samuel Goldwyn

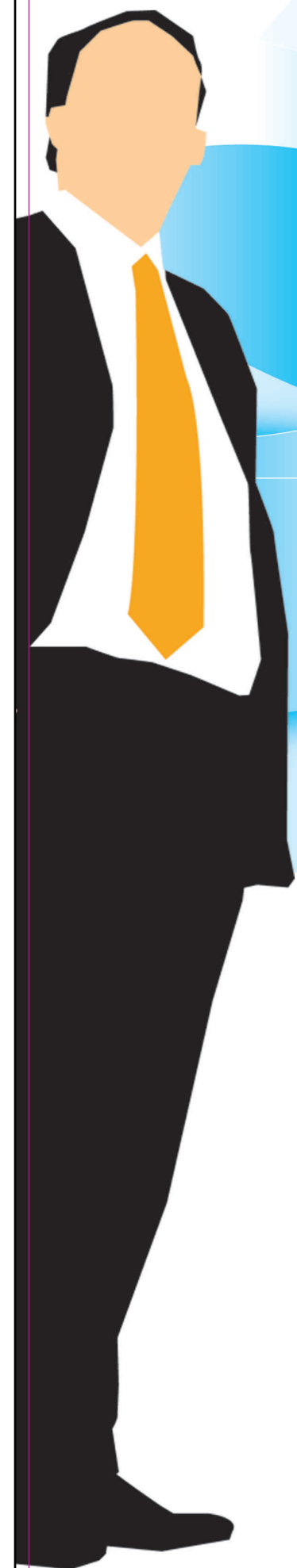
“Confidence is a pencil best sharpened with paper.”  
-Kale Burton



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# It **g**oods to be professional

The importance of professionalism in the workplace cannot be overlooked as a key to success and advancement. Little we know but we are dissected by others as to how we dress up, speak, act, write and work. However, our work culture has altered over a period of time and has become more relaxed and casual. Although many believe that sloppy work attitude is acceptable and many businesses accept middling results. But those organizations that stress the importance of professionalism in the workplace are usually growing, into remarkable entities.

One should adopt preferred behavior from the seniors in the organisation to achieve excellence by displaying it. Unprofessional behavior normally occurs when it is allowed by the management to exist by failing to establish and clarify codes of conduct and principles of professional excellence and then communicate and enforce those standards.

A professional workplace is apparent by its environment of communal reverence and to maintain this employee adopt a peaceful, consistent, problem-solving approach, even when differences arise they adopt a very professional attitude to resolve it. If you are in a professional work environment then coworkers won't try to force opinions on one another or resort to bullying tactics. Professional work environments keep inappropriate language out of the office and decrease the organization's liability for a hostile or harassing work environment. Trust and professionalism go hand-in-hand - in a professional workplace, coworkers keep maintain discipline and trust in order to avoid unproductive gossip. Professional workplaces focus on getting the work done and personal issues and problems not related to work are left at home, for more effective results.

## Do you want your co-workers to take you seriously?

Then you need focus on professionalism, hard work, composure and smartness. If you too want these terms to be associated with your personality, you need to abide by some important tips. If you compel others to take you seriously in the workplace, it can bring you multiple benefits. It can help you get promoted to senior level positions and be a part of the top management in the company you work for.

*Editorial Panel*  
**Moizuddin Khan** Divisional Head, T&MDD  
Training and Organisation Development Group

**Asra Adnan**  
Editor

For suggestions and comments please feel free to e-mail at  
editornbp@hotmail.com  
Tel: 021-99225677  
FTC, 6th floor, Tower 'B,' Shahrah-e-Faisal, Karachi

Here are **few** important tips that can help you project a professional image in the **workplace** and compel your employer and **colleagues** to take you seriously.

### **Work on your attire...**

Appearance matters a lot while you are in the professional world. Of course, those who hold commanding positions are expected to dress professionally. If you want others to think highly of you and take you seriously, you need to pay serious attention to how you dress. Always try to be dressed in a smart business attire and don't come decked up as if you are going to a party.

### **Be loud and clear**

An important part of maintaining your professionalism in the workplace is to sound firm while you are sharing your ideas. If you speak too softly or quickly, others may not take you very seriously. It is important to be aware of what you are talking about and how you communicate the message. The way you make your statements has a strong impact on how you want others to think of you.

### **Be alert**

Always be attentive and alert during meetings and other official gatherings. One should take notes when senior managers have to say something important. This gesture of yours will give an impression that how you value what your seniors have to say. When the management notices your professionalism they will acknowledge their point and will give you importance.

### **Don't be too informal**

Always keep in mind that workplace can never be a party place or home where you can let loose in all areas. When it's about professionalism, you need to appear professional in every way and everything you do in the workplace. This simply doesn't mean that you refrain from making friends. All it means is that the company has hired you to complete a specific job. And you should leave up to this expectation maintaining a professional behavior throughout. Employers and senior managers will never take you seriously if you appear to be non-serious.

### **Keep your personal life to yourself**

Avoid talking about your personal life in the office. Professional and personal life are completely different things. If you have a very close work friend, you can share some of your personal difficulties with them. But it should not be done in the middle of the office. If you want others to take you seriously, you should avoid talking about your personal life anywhere.

### **Don't be messy**

You may be involved in a lot of work. But you should not create piles at your desk. If your workspace is messy, it may be a sign of your immaturity for others. If you want to appear professional to others, you should keep your work desk well organized. Another important thing to remember in this regard is not to keep too many of your personal items at the desk.

