Unit 1 Assignment

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# Summary Unit 1

Being professional at workplace is very important as it gives an impression that the employee is taking his tasks seriously. The employer then considers his employee an asset to the company. An unprofessional attitude is unacceptable at any workplace. It includes carelessness, incomplete or late finished tasks, wasting time in other things, disrespecting others, and showing a rebellious attitude. Having a professional attitude makes others think of a person as creative, reliable, and competent. Among the common traits for professionalism, competence is of great importance that means having enough ability and skills to perform well. Reliability and honesty also prove to be fruitful as these traits help the person gain trust of others. The person should show integrity and respect for others in the workplace. A professional person tries to seek out new ways to stay updated rather than becoming outdated. He supports others and listens to them carefully. He stays work-focused and never lets his personal life influence his work-life (“10 Ways To Be Professional at Work,” n.d.).

Jeffery Gitomer shares his opinion of success behind the profit by stating his view regarding the economy of market and performance of employees and employers. He has told seven internals for a company to follow through, which can progress well, attract customers, and compete with other companies. According to him, a positive attitude throughout life is important, and it helps a person work well in the workplace as well. Rewarding people for their achievements in public proves to be fruitful as it encourages them to perform even better. A common positive language and specific environment should be created that involves the company leadership positively and develops positive thoughts in the people. Ellen Reddick, in her article, sheds light on the importance of professional success at workplace. She states that the use of Buzzwords in business and work is wrong. According to her, individuals are judged by each other through the way they communicate; therefore, companies should try to make their communication meaningful rather than trendy. Another thing she suggests is the importance of using personal space at workplace. She has described four zone distances i.e., the intimate zone, the personal zone, the social zone, and the public zone, that should be kept in mind while working. Her article provides an idea of being professional at the workplace.

**References**

10 Ways To Be Professional at Work. (n.d.). Retrieved October 14, 2019, from Monster Career Advice website: https://www.monster.ca/career-advice/article/10-ways-to-be-professional-at-work-canada