Professionalism

Professionalism is a highly regarded soft skill. Professionalism is the act of exhibiting appropriate character, judgment, and behavior by a person who is trained to perform a job. It is knowing how to interact with others in a manner that makes it conducive for everyone to be successful in their responsibilities. Employers expect professionalism in their employees so that positive, effective workplace relationships can develop.

Professionals have initiative, which means to take the first step and take charge. When they see a task to be done or a decision to be made, they are comfortable making the first move to find a solution. They are also responsible, which means they are accountable for their actions, accepting when they make good decisions or bad decisions.

Professionalism is a soft skill that can be demonstrated in many ways. Examples include exhibiting a sense of ethics, displaying a positive attitude, and applying professional etiquette.

Ethics

Ethics are rules of behavior based on a group's ideas about what is right and wrong. Groups that define ethics may be social groups, organizations, or society. Integrity is the honesty of a person's actions. Those actions may be motivated by ethical, moral, or legal decisions. Morals are an individual's ideas of what is right and wrong. A person's morals guide his or her overall behavior and actions. Ethical actions result when a person, business, or organization applies ethics and moral behavior.

Work ethic is the belief that honest work is a reward on its own. It is a soft skill that can help a person be successful in the workplace. Coming to work on time and respecting one's employer and coworkers are ways to demonstrate a professional work ethic.

Time Management

Time management is the practice of organizing time and work assignments to increase personal efficiency. Time-management skills help people work efficiently, meet deadlines, and keep appointments.

Personal information management (PIM) is a system that individuals use to acquire, organize, maintain, retrieve, and use information. An example of a PIM system is Microsoft Outlook. This software can be used to create a schedule, record contact information, and complete other activities that help organize personal information. It is also an e-mail client used for communication.

Problem Solving

Problem solving and decision making involve critical-thinking skills. Critical-thinking skills

are skills that provide the ability to analyze and interpret a situation and make reasonable judgments and decisions. When you apply critical-thinking skills, you try to eliminate emotions and be open-minded about the possibilities. Then, a solution or process can be applied so that a productive action can be taken. Applying critical-thinking skills can help solve a problem in a more efficient manner.