

# Professionalism Traits Chart

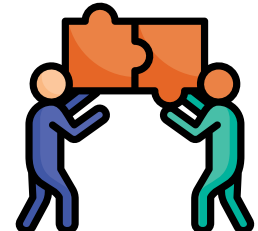
**Instructions:** Use this chart to help identify what professionalism looks like in the workplace. These traits can guide how you act, speak, and respond in different situations—especially during challenges or conflicts.

Trait	What It Means
<b>Respectful Language</b>	Speaking politely, even in difficult situations
<b>Active Listening</b>	Paying full attention, not interrupting, and responding thoughtfully
<b>Staying Calm</b>	Managing emotions and keeping a level tone, even when frustrated
<b>Taking Responsibility</b>	Owning your actions and working to fix problems
<b>Problem-Solving</b>	Focusing on solutions instead of blaming others
<b>Positive Attitude</b>	Being cooperative, open to feedback, and willing to help
<b>Clear Communication</b>	Explaining your thoughts clearly and asking questions when needed

## Discussion Starters:



- Which of these traits do you think is the hardest to show in a tough situation? Why?
- Can you think of a time when someone showed professionalism in a group or job setting? What did they do?
- How do you think professionalism helps people solve problems at work?
- Which trait do you already use well? Which one do you want to improve?



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