



**BUCKLE UP:**  
**PROFESSIONALISM**  
— IS YOUR —  
**SEAT BELT**

— **IN THE WORKPLACE** —

**STAY  
FOCUSED.  
DRIVE YOUR  
CAREER  
FORWARD.**

# OUR DESTINATION



**PROFESSIONALISM  
PROTECTS  
YOUR CAREER  
AND DRIVES  
SUCCESS**

Every choice you make at work shapes your reputation, your relationships, and your future.

Let's buckle up and commit to the habits that keep us on the road to success!





# WHY PROFESSIONALISM MATTERS

- Professionalism protects your reputation and opportunities.
- It helps create trust with coworkers, managers, and clients.
- Professional habits can help you grow at any age or career stage.
- Professionalism is not perfection it is consistency and accountability.



# TODAY'S ROUTE

Our Roadmap to Professional Success

**1 APPAREL & CONDUCT**

**2 WORK ETHIC & RESPONSIBILITY**

**3 TEAMWORK & RELATIONSHIPS**

**4 NETWORKING & BUILDING  
RELATIONSHIPS**

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**FINAL STOP: YOUR PROFESSIONALISM TICKET**





# PROFESSIONALISM: WARNING OR TICKET?

EVERY CHOICE YOU MAKE HAS A CONSEQUENCE.

★ WAS THIS JUST A WARNING... OR A PROFESSIONAL TICKET? ★



In the workplace and in life, we all make mistakes.

Sometimes those mistakes are small enough for a warning.

Sometimes they become a professional ticket that can cost us opportunities, trust, promotions, relationships, or growth.

“ The goal of professionalism is not perfection. The goal is awareness, consistency, and learning before the warning becomes a ticket. ”



## PROFESSIONAL WARNING

A warning is:

- ✓ Being coached by a manager
- ✓ Getting reminded about attendance
- ✓ Being told your communication needs improvement
- ✓ Receiving feedback before bigger consequences happen

VS



## PROFESSIONAL TICKET

A professional "ticket" is:

- ✗ Losing a promotion
- ✗ Damaging your reputation
- ✗ Coworkers losing trust
- ✗ Missing opportunities
- ✗ Being left out of leadership roles
- ✗ Or even losing a job



Small habits matter. One missed signal may be a warning. But repeated behavior can lead to bigger consequences.

**PROFESSIONALISM WORKS THE SAME WAY.**

★ BE AWARE. BE CONSISTENT. BE PROFESSIONAL.



## REAL-WORLD SCENARIOS THAT MAKE US THINK



### 1 APPAREL & CONDUCT

REAL-WORLD SCENARIO:

DISCUSSION QUESTIONS:



### 2 WORK ETHIC & RESPONSIBILITY

REAL-WORLD SCENARIO:

DISCUSSION QUESTIONS:



### 3 TEAMWORK & RELATIONSHIPS

REAL-WORLD SCENARIO:

DISCUSSION QUESTIONS:



### 4 NETWORKING & BUILDING RELATIONSHIPS

REAL-WORLD SCENARIO:

DISCUSSION QUESTIONS:

★ MAKE CHOICES TODAY THAT PROTECT YOUR FUTURE TOMORROW. ★



# GROUP ACTIVITY



**WORK TOGETHER.  
THINK DEEPER. GROW STRONGER.**



## YOUR MISSION

Work as a team to analyze the scenario, answer the discussion questions, and be ready to share your thoughts with the group.



## GUIDELINES

- Listen to each other
- Be respectful of all ideas
- Stay on topic
- Use the handout at your place setting as a resource



## BE READY TO SHARE

Each group will share key takeaways and solutions from your discussion.



**TOGETHER, WE CAN TURN  
A WARNING INTO GROWTH!**



# APPAREL & CONDUCT



Dress for the role,  
the culture, and the  
opportunity.



Your behavior and attitude  
speak before you do.



Know the expectations.  
Respect the boundaries.  
Build trust.





# APPAREL & CONDUCT

- Your appearance creates a first impression before you speak.
- Dress appropriately for your workplace environment and role.
- Positive attitudes create stronger workplace relationships.
- Professional conduct includes accountability, respect, and self-awareness.
- Understanding workplace expectations helps build trust and credibility.

# REAL-WORLD SCENARIO



## APPAREL & CONDUCT

A talented employee often shows up late, dresses more casually than the team, avoids engagement in meetings, and stays on their phone while others are talking.

When a leadership opportunity opens, someone with a stronger professional attitude and presence is chosen instead, leaving the employee feeling overlooked because they believe their work alone should be enough.



### Discussion Questions

- Was management wrong for not promoting them?
- Should professionalism outweigh talent?
- Have you ever misjudged someone based on first impressions?
- At what point do “small habits” become part of your reputation?



# GROUP ACTIVITY



**WORK TOGETHER.**  
**THINK DEEPER. GROW STRONGER.**

# WORK ETHIC & RESPONSIBILITY



Manage your time.  
Protect your priorities.

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Meet deadlines.  
Exceed expectations.

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Do what's right even when  
no one's watching.





# WORK ETHIC & RESPONSIBILITY

- Strong work ethic means being dependable and consistent.
- Time management helps reduce stress and improve productivity.
- Meeting deadlines builds trust with managers and teams.
- Professional employees follow through on commitments.
- Accountability means owning mistakes and learning from them.



# REAL-WORLD SCENARIO



## WORK ETHIC & RESPONSIBILITY

A manager notices one employee is overwhelmed balancing work, family responsibilities, and personal stress. Deadlines begin slipping, communication becomes inconsistent, and their attitude changes. The employee never asks for help because they fear being viewed as weak or unprofessional.

Coworkers begin complaining about their performance, while leadership debates whether to discipline them or offer support.



## DISCUSSION QUESTIONS

- Should personal struggles impact professional expectations?
- Is asking for help a weakness or a professional strength?



**PROFESSIONALISM  
KEEPS YOU  
ON THE RIGHT PATH**



# GROUP ACTIVITY



**WORK TOGETHER.  
THINK DEEPER. GROW STRONGER.**

# TEAMWORK & RELATIONSHIPS



Communicate with respect.  
Listen to understand.



Resolve conflicts  
professionally.



Strong teams achieve  
extraordinary results.





# TEAMWORK & WORKPLACE RELATIONSHIPS

- Professional communication keeps teams productive.
- Conflict should be handled respectfully and calmly.
- Active listening helps reduce misunderstandings.
- Strong teamwork creates healthier workplace environments.
- Professionalism helps teams function under pressure.



# REAL-WORLD SCENARIO



## TEAMWORK & WORKPLACE RELATIONSHIPS

Two coworkers strongly disagree during a meeting about how to complete a project. One employee becomes defensive and shuts down communication. The other continues pushing their opinion publicly in front of the team. After the meeting:

- coworkers feel uncomfortable speaking up,
- team morale drops,
- and leadership notices growing division.
- Both employees believe the other person is the problem.

### Discussion Questions

- How should conflict be handled professionally?
- Is being “right” more important than protecting the team environment?
- How do emotions impact communication?
- Can poor communication damage workplace opportunities?



**PROFESSIONALISM  
KEEPS YOU  
ON THE RIGHT PATH**



# REAL-WORLD SCENARIO



A team member is consistently excluded from informal conversations, lunches, and networking opportunities within the workplace. No one openly mistreats them, but they are rarely included in collaboration or decision-making conversations. Over time, the employee becomes quieter, less engaged, and disconnected from the team. Some coworkers argue:

*“We’re here to work, not make friends.”*

**Others believe:**

*“Workplace relationships directly impact professional growth and inclusion.”*

Leadership notices the divide but does not intervene.

## Discussion Questions

- Is exclusion a professionalism issue?
- What responsibility do teams have to create inclusive environments?
- Can professionalism exist without respect and inclusion?



**PROFESSIONALISM  
KEEPS YOU  
ON THE RIGHT PATH**



# GROUP ACTIVITY



**WORK TOGETHER.  
THINK DEEPER. GROW STRONGER.**

# NETWORKING & BUILDING **RELATIONSHIPS**



Build genuine connections.  
Add value to others.

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Your reputation opens doors.  
Protect it.

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Relationships today  
create opportunities  
for tomorrow.





# NETWORKING & PROFESSIONAL RELATIONSHIPS

- Networking is about building genuine relationships.
- Professional reputation follows you throughout your career.
- Strong relationships can lead to opportunities and mentorship.
- Following up after meetings or events helps maintain connections.
- Professionalism includes how you interact online and in person.



# REAL-WORLD SCENARIO



## SCENARIO:

### NETWORKING & PROFESSIONAL RELATIONSHIPS

An employee attends every networking event and quickly builds connections with leadership. However, coworkers notice they usually only reach out when they want something, like opportunities, favors, or attention. Over time, people begin questioning if their relationships are genuine, causing leadership to hesitate when considering them for bigger opportunities.

The employee is confused and says:

*“I thought networking was about making connections and getting opportunities.”*



## DISCUSSION QUESTIONS:

- What is the difference between networking and using people?
- Can someone be highly connected but still lack professional credibility?
- How do you build relationships that last beyond opportunity?





# GROUP ACTIVITY



WORK TOGETHER.  
THINK DEEPER. GROW STRONGER.

**BUCKLE UP**

PROFESSIONALISM  
IS YOUR  
**SEAT BELT**  
IN THE WORKPLACE

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# LET'S STAY CONNECTED!





# DRIVING TICKET

CITATION FOR SUCCESS

## YOU HAVE BEEN CITED FOR:



### APPAREL & CONDUCT

Dress for the role, the culture, and the opportunity.



### PROFESSIONALISM

Your behavior and attitude speak before you do.



### WORK ETHIC & RESPONSIBILITY

Manage your time. Protect your priorities. Be reliable. Follow through.



### TEAMWORK & RELATIONSHIPS

Communicate with respect. Resolve conflicts professionally. Strong teams achieve more.



### NETWORKING & RELATIONSHIPS

Build genuine connections. Add value to others. Your reputation opens doors.



ISSUED TO:

*Future Leader*



DATE:

*Today*



LOCATION:

*Your Future*



ISSUED BY:

*Your Success Is  
In Your Hands*



KEEP THIS TICKET. MAKE IT COUNT.



## KEY TAKEAWAYS



Show up prepared and represent yourself well.



Do the right thing, even when no one is watching.



Manage your time and own your commitments.



Build strong relationships and lift others up.



Your reputation today shapes your opportunities tomorrow.

“ Your attitude is your direction.  
Your effort is your fuel.  
Your behavior is your vehicle. ”  
— Dashai

## LET'S CONNECT!



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# THANK YOU!

## DRIVE YOUR CAREER FORWARD WITH PROFESSIONALISM.



APPEARANCE



ATTITUDE



ACCOUNTABILITY



RELATIONSHIPS

**BUCKLE UP TODAY FOR A BETTER TOMORROW.**

