

DELONA LANG BELL COACHING

How do you rank on the two levels of professionalism?

When judgments are formed about our credibility and professionalism in the workplace, we operate on two levels. The first is based on immediate first impressions, and the second is based on observations that occur as we come to know a person.

Rate yourself on the following two levels using a scale of 1-5, where 1 is "I need to make notable improvement" and 5 is "I'm at the top of my game".



PROFESSIONALISM—LEVEL 1

1. APPEARANCE: Dress

1 2 3 4 5

2. APPEARANCE: Posture

1 2 3 4 5

3. APPEARANCE: Energy

1 2 3 4 5

4. APPEARANCE: Focus

1 2 3 4 5

5. PUNCTUALITY: Being on time all the time

1 2 3 4 5

6. COMMUNICATION: Written communication is error-free and formatted professionally within the brand guidelines

1 2 3 4 5

7. COMMUNICATION: Listening with the intent to understand, first, and then be understood

1 2 3 4 5

8. COMMUNICATION: Consistently polished verbal deliveries

1 2 3 4 5

9. COMMUNICATION: Consistently knows how to ask good questions without appearing unsupportive

1 2 3 4 5

10. FOLLOW-UP: Executing commitments without reminders

1 2 3 4 5

11. ATTITUDE: What mental state are you in?

1 2 3 4 5

12. ATTITUDE: Describe the vibe you generally give off, and the vibe you hope to give off if they are not the same

1 2 3 4 5

13. PROFESSIONALISM: Consistently knows what conversations are off-limits

1 2 3 4 5

14. PROFESSIONALISM: Consistently knows how to handle gossip/complaining in a way that is warm and strong and contributes to a safe and thriving organization

1 2 3 4 5

15. BOUNDARIES: Clear sense of boundaries

1 2 3 4 5

16. BOUNDARIES: Knows when and how to say no

1 2 3 4 5



PROFESSIONALISM—LEVEL 2

1. PREPARATION FOR MEETINGS: Comes well prepared for meetings, with knowledge of roles, goals, and assignments

1 2 3 4 5

2. FOLLOW-UP: Meets all commitments without being reminded

1 2 3 4 5

3. STRATEGY: At least once a week raises strategic goals with the team

1 2 3 4 5

4. STRATEGY: Spends at least 1 uninterrupted hour per week reflecting on and creating strategy

1 2 3 4 5

5. STRATEGY: Meets at least once a month with the team to discuss progress on a strategy

1 2 3 4 5

6. COMMUNICATION: Clearly outlines expectations

1 2 3 4 5

7. ACCOUNTABILITY: Meets at least once a month with team members to discuss promises and projects they have committed to

1 2 3 4 5

8. CRAFTSMANSHIP: Excels in the required expertise for the position

1 2 3 4 5

9. SKILLS: Possesses the ability to navigate professional situations where direct reports have more knowledge on a topic

1 2 3 4 5

10. LEADERSHIP: Is aware of all the projects for which their team is responsible, and where they are on schedule and budget

1 2 3 4 5

11. LEADERSHIP: Has a plan to grow employees and can articulate it and act on it

1 2 3 4 5

12. LEADERSHIP: Practices regular delegation

1 2 3 4 5

13. LEADERSHIP: Makes clear the roles of the team

1 2 3 4 5

RESULTS: How did you do?

NOTES:
