Professionalism In a Modern Age

# Title Details

Workshop Title: Professionalism in a Modern Age

Workshop (Intended) Length: 2 90-minute sessions

# Workshop Facilitator Details

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# Workshop Description Including Learning Objectives

Geared towards Sophomores, Juniors, & Seniors (more towards Junior & Seniors), this workshop aims to get students to not only begin thinking about the point where cybersecurity and professionalism meets but to gain an understanding of its importance and how they can begin to practice it now, while thinking/working towards a career. There are 3 main areas this workshop aims to cover over the morning and afternoon session:

1. Understanding professionalism & how it has changed
2. Understanding how professionalism has changed and why they need to be aware of it
3. Professionalism in action

At the conclusion of the workshop the participants will have a better understanding of how their actions impacts the now and the future. They will be made aware of just how vast cybersecurity can be and how many opportunities there are to succeed in it but they have the duty to begin to act now.

# Description of Target Workshop Audience

Sophomores, Juniors, & Seniors of High Schools; Ideally those with a focus on professional development not just cyber

# Workshop Requirements

A/V – Projector, TV Screen, or similar projection technology

Materials - Pens, Pencils, & Papers (notebook)

Room: Regular auditorium / classroom setup

Participants: N/A

# Detailed Workshop Agenda (Slides with Notes)

Professionalism In A Modern Age

INSTRUCTOR’S NOTE(S):

* Communicating Professionalism
* Exemplifying Professionalism
* Conflict Resolution
* Benefits of Professionalism
* Professional: OFF
* Sharpening Your Skills
* What is Professionalism?
* Professionalism Through the Ages
* Professionalism Today
* Professional Start
* Professional Building

Welcome!

* Thank you for joining us for this workshop!
* This workshop is focused on professionalism in the modern age!
  + As well as looking at how professionalism has evolved and changed!
* We hope you find this workshop, fun, informative, and beneficial to your effort!
* Our Agenda:

INSTRUCTOR’S NOTE(S):

What is Professionalism?

* Professionalism may mean different things to different people based on a variety of factors.
* For our purposes, Professionalism is defined as:

“The competence or skill expected of a professional”

-Oxford Languages

* Why this definition?
  + Competence and skills are not just technical
* We will discuss and look at how you already have professional skills and how to apply them

INSTRUCTOR’S NOTE(S): Feel free to hold a discussion on the groups understanding of professionalism prior to continuing

Source: Oxford Languages (formerly Oxford Dictionary)

Professionalism Through The Ages

* Professionalism has not been a static thing, it has continually evolved
  + So we must evolve as well
* In the past professionalism, was much more of a personable, one-on- one or one-to-group
  + Meaning your professionalism was much more of a public display
* Technology and access to data has influenced this immensely
  + In ways you must be aware of
* Technology is not only impacting the ways in which we work, but in our understanding of who we work with
  + As well as who to hire

INSTRUCTOR’S NOTE(S): Feel free to pull excerpts from the Source to highlight, share, or read about

Source: Professions, work, and digitalization: Technology as means to connective professionalism - OP-JPOR210023 100..114 (silverchair.com) Frontiers | The Effects of Technological Developments on Work and Their Implications for Continuous Vocational Education and Training: A Systematic Review (frontiersin.org)

Professionalism Today

* Professionalism is involved in almost every aspect of our lives, whether you realize it or not.
  + We have a social media platform for it...(LinkedIn)
* It is expected that we demonstrate professionalism or uphold certain standards even off-hours
  + Yes, your employer can fire you for your personal postings (even on a private account should it be discovered)
* We should look at professionalism as a way to present ourselves both online and offline.
* So how can we start?

INSTRUCTOR’S NOTE(S): Feel free to read into any of the sources linked in the source below:

Sources: 9 Times Social Media Got Someone Fired | The Muse

Professional Start

* You have already been building your professional skills
  + Sports
  + Clubs
  + Volunteer work
  + Community projects or relative projects
* The characteristics that you have built in these activities translates to the workplace:
  + Self-Esteem
  + Respect
  + Communication
  + Critical Thinking
  + Can you think of others?

INSTRUCTOR’S NOTE(S): Take time to facilitate discussions, allow experiences to be shared. Look at the PwC source on some mantras that students may have heard that can be translated to the workplace/professionalism

Source: High Performing Practices Athletes translate from Sport to the workplace (pwc.com)

Translating sports skills to the workplace (udayton.edu) How Playing Sports Benefits Your Child | IMG Academy

Professional Building

* We have a foundation from the previous slide
* Now how do we continue to build professional skills?
  + Keep doing good things
  + Keep trying new things
  + Keep helping others
  + Keep improving and identifying skills you need
* How do we identify?
  + Job, internship, apprenticeship postings
  + What others tell us
  + What we know

INSTRUCTOR’S NOTE(S): Professional building isn’t just something that we need to carve out time for, it is something that we need to practice in our everyday lives.

Activity: Building Professionalism

* Go to these links:
  + Workforce Framework for Cybersecurity (NICE Framework) | NICCS (cisa.gov)
  + DoD Cyber Workforce Framework – DoD Cyber Exchange
* Spend 10-15 minutes identifying 2 roles you may be interested in
  + Read through the Abilities & Skills
* Identify 3-5 professional skills that you need to succeed in that role
  + Don’t copy the bullets, read through and think about what skill that exemplifies
* Finally, go here: Cyber Career Pathways Tool | NICCS (cisa.gov)
  + Highlight 2 roles you chose, and write down the roles they connect to

INSTRUCTOR’S NOTE(S): Allow students time to complete this activity, then break for lunch. It will be used for the rest of the workshop

Welcome Back!

* We hope you had a great lunch!
  + Did you think about professionalism?
  + Did you think of more skills you developed?
    - Or did that job keep your attention?
* We are going to discuss and work on how to communicate professionalism
  + It’s one thing to have it, it’s another thing to share it
    - It’s a necessary thing to share 

INSTRUCTOR’S NOTE(S): Allow discussions should it start up

Communicating Professionalism

* We’ve identified professional skills needed for specific jobs
* Communicating your professionalism can be as simple as Resume
  + But that’s the bare minimum
* Communicating professionalism should be second-nature
* Professionalism more than just leadership
  + It is about doing right by your fellow person, whether or not you’ll receive all the credit
  + Communicating is done non-verbally and verbally
  + It’s reducing conflicts
  + Building loyalty & trust
* Communicating professionalism is done in your everyday actions in the workplace
  + As well as your public image

INSTRUCTOR’S NOTE(S): Feel free to use Thrive Center resources for additional sources

Source: Effective Communication in the Workplace (psu.edu) (Author related skills to professionalism)

Exemplifying Professionalism

* As mentioned previously, non-verbal communication is just as important as verbal communication.
* Exemplifying professionalism can be as simple as:
  + Maintaining eye contact (in interviews and in everyday communication)
  + Posture & body language
  + Handshakes
  + Facial expressions & gestures
  + Reading the room
* Exemplifying professionalism is not just telling people what you are good it, it’s about leading by example

INSTRUCTOR’S NOTE(S): Feel free to use Thrive Center Resources as well as the source linked below

Source: Beyond Words: Enhance Professionalism With Nonverbal Communication (onlinesafetytrainer.com)

Conflict Resolution

* Conflict is an inevitability that cannot be avoid in a workplace (and in life)
* Part of professionalism is being able to resolve conflict regardless of it being work related or not
  + Competition – is a type of conflict, be professional, ethical, compete with honor and integrity with grit and determination
* Resolutions:
  + Accommodation – Listening to the other party and coming to an agreement that addresses their issue.
  + Compromising – Listening to the other party and both agreeing to give up something to reach an acceptable solution (on both sides).
  + Collaborative – Working with the other party to create a win-win situation for all parties.
  + Forgiveness – Even if you’re the one wronged, willing to work despite of the issue
* Remember a critical part of professionalism is developing and maintaining trust even in conflict.

INSTRUCTOR’S NOTE(S): Allow conversation surrounding conflict resolution and even bring some examples

Source: 5 Strategies for Conflict Resolution in the Workplace (hbs.edu) Conflict Resolution - 8 Ways to Resolve Conflict in the Workplace (mindtools.com) Building Trust and Resolving Conflict – Professionalism (whatcom.edu)

Benefits of Professionalism

* Professionalism is not a tree that bears no fruit
* Here are some benefits of professionalism for both you and the organization:
  + Healthy, fun & engaging workplace environment
  + Better relationships between coworkers, managers, & supervisors
  + Enjoyment in what one does
  + Effective Communication
  + Clear Career Pathways
* These are just a few, from what we’ve discussed today, can you think of other benefits from professionalism?

INSTRUCTOR’S NOTE(S):

Professionalism: OFF

* You are not a machine
  + This workshop isn’t to turn you into a machine either
* It is normal to want to turn professionalism off
  + To have a moment to relax and not have to be on your best behavior
* This is a normal and okay feeling!
* It is also doable!
  + Find ways to relax
  + Find things that interest you outside of your work
  + Have hobbies that are away from technology
  + Enjoy meeting up with friends
* Professionalism OFF doesn’t equal abandon everything
  + Have fun, but have fun responsibility
  + Always be careful about what you post!

INSTRUCTOR’S NOTE(S): Emphasize that it is okay to enjoy life (this is something highschoolers have a difficult time reconciling), just be responsible while doing it.

Sharpening Your Skills

* If you recall, you identified several work roles that interests you and some professional skills that you would need to be in that role.
* Identifying the skills are the first step, now you need to develop/sharpen them
* Be active
  + In your community
  + In your field
    - Participate in competitions, labs, and/or coursework
    - https://d2hie3dpn9wvbb.cloudfront.net/
      * myEMates is a great resource to learn concepts and terms interactively as well as skills
* Map out your path
* Work towards that path
  + Don’t dismiss any learning opportunities along the way
    - Diligence is a professional skill!

INSTRUCTOR’S NOTE(S): Take time to share free resources on developing skills

Activity: Professional Pathway

* Return to that document that you used to identify 2 work roles
* From the careers they connect to, pick 1
* For the next 15-20 minutes compare the two, what differentiates them
* Finally, write out a 5 step plan on developing at least 1 skill that relates to both fields and how you can achieve it
* We will discuss it at the end

INSTRUCTOR’S NOTE(S): Give time to talk about at the end, you may want to lead with an example

Conclusion

* Thank you for attending this workshop
* We hope you are leaving more confident and with an idea of how you can develop your professional skills
  + As well as a pathway to do so
* Professionalism shouldn’t stop here, in fact, it should be something that is continually worked.
* You’re already doing it, so keep up the great work!

INSTRUCTOR’S NOTE(S):

**Closing: Things have most certainly changed and it may never go back…the days of just being a kid is closing or have closed, why? Remember privacy and convenience. Start Now!**

# Workshop Resources/References

More Resources are available within the slides

<https://www.cyberseek.org/>

<https://tosdr.org/>

<https://dodcio.defense.gov/Cyber-Workforce/DCWF/>

<https://niccs.cisa.gov/workforce-development/nice-framework>