

EXCELLENCE in Profession
How do I get there?



What do you see?

What you need to know...

- I am not an expert or know everything about this topic
- Like you, I too am on a journey
- Nothing is sacrosanct because of my position or your perception of me
- If you do not understand what I have said, require clarification or discussion – ask for it
- No question is a dumb question – not asking something will leave you dumb

Our Objective

- ✓ Understand the difference between PROFESSIONALLY QUALIFIED and being A PROFESSIONAL.
- ✓ To explore the meaning of the word PROFESSIONAL at work place and what it stands for.
- ✓ To discover QUALITIES you have and ATTRIBUTES you can CULTIVATE, ACQUIRE, and HONE

To start with

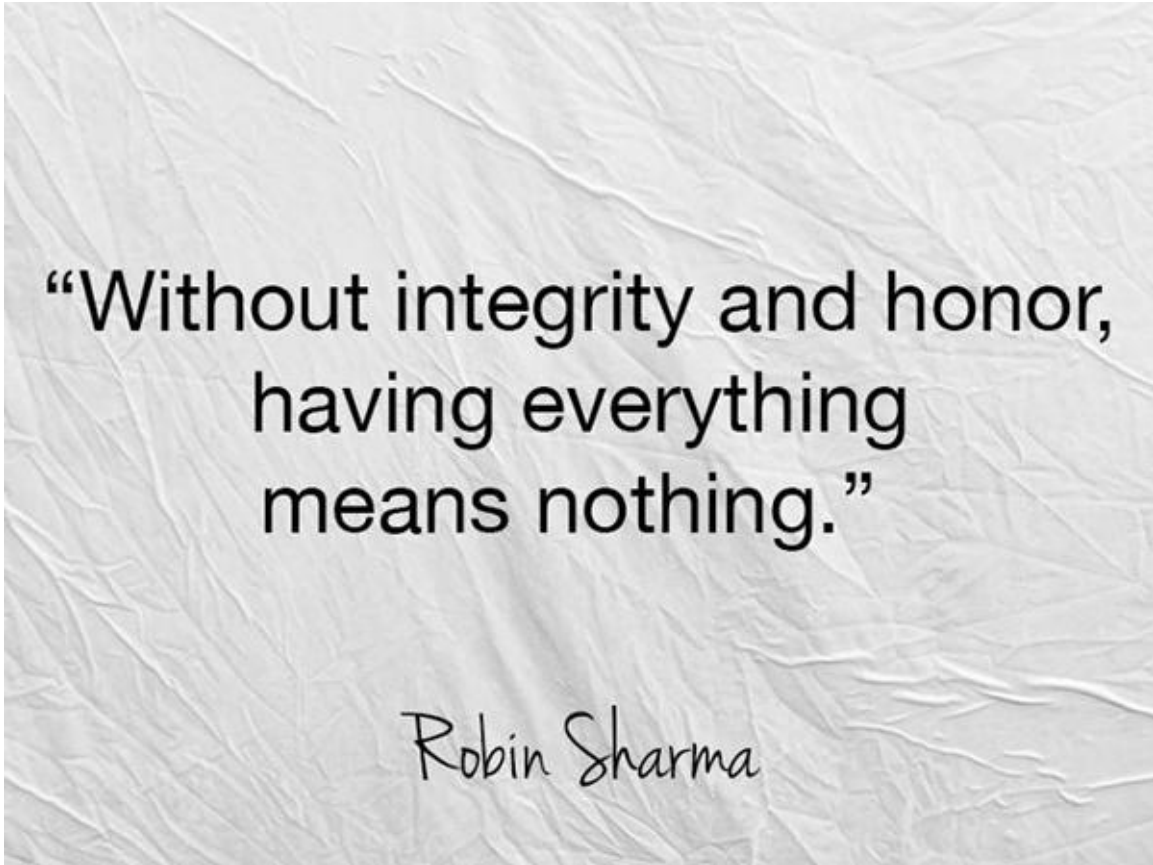
- Any professional / role model you have come across?
- List down unique qualities you value and admire in them

Top 3 Qualities

- INTEGRITY
- ABILITY TO WORK UNSUPERVISED
- CERTIFYING COMPLETION OF YOUR OWN WORK

INTEGRITY

- Self Awareness
- Authenticity
- Seeking Help



“Without integrity and honor,
having everything
means nothing.”

Robin Sharma

Integrity

- What does it mean – look up for meaning
 - Rectitude, Probity, Virtue, Honour
 - Competence without Credibility is BS
 - Examples
 - You haven't done it and boss starts giving you all credit – what do you do?

Integrity in the moment of Choice

1. You give a commitment to work for the firm for 3 years. You get a job offer 20% more after 4 months. What should you do. (all other conditions remains same)

*Look for 3 things in
a person-
intelligence, energy
& integrity. If they
don't have the last
one, don't even
bother with the first
two. ~W. Buffet*



Self Awareness

What values I admire most?

What values do I want to cultivate within me and why?

Which areas of my personality adversely affect my work?

How can I change them?

Authenticity

- Being True, Living True, Being Real
- Temptation to give an answer that the other person will like or will seem like the 'right' answer
- J&K example
- Objectivity – Data driven, give a true view point, say it than cover it, focus on facts
- Quiz

Seeking Help

- Do you hesitate in asking for help?
- If yes – WHY
- What is it?
- Fear, Looking Stupid, To cover up a lack
- Self Image
- What is important is – WORK not YOU. You need to put yourself aside.

Ability to WORK UNSUPERVISED

- Whether you come and go on time
- Whether you are doing work or private stuff
- Whether you are surfing or working
- Take a longer break
- Meet a deadline, Going an extra mile
- Be diligent because supervision is an overhead

Ability to work Unsupervised

- Being Proactive
- Taking Charge
- Being Prepared
- No Follow up – giving reminders, not replying to emails, not carrying out work as instructed, not reporting, not updating, ...
- QUIZ

Taking Charge

- Rising to the occasion
- Involve personal risk
- Quiz

Being Proactive

- Proactive individuals are empathetic, analytical and action-oriented.
- They hardly need supervision.
- They are less likely to get into situations against their will.
- They can say no without being offensive.

Being Proactive

- Imagine things from the perspective of the other person – boss, client, ...
- Come up with recommendation, solutions, ...not problems alone.
- Doing the right things before being asked, not wait till asked
- Get back, require no follow up
- Quiz

Being Prepared



Certifying the COMPLETION OF WORK

- In every respect
- Sculptor spending time on the back of the statue
- Poorly packed gift, cloth stitched by thread not removed, grease marks on dashboard, auditor....
- Any instance where you received a service where before you left the service provider did something extra to exceed your expectation
- ERROR FREE Work Delivery + Eye for Details
- Reliable

Seeing the Big Picture

The Golden Circle



Questioning

Critical Questioning

- Counterintuitive, Difficult, root of the matter
- Right Question
- Titanic Sank – Speak up

Managing your time right

	Urgent	Not Urgent
Important	I Crisis, Deadlines, Meetings	II Preparation, Planning, Prevention, Personal Development, Recreation
Not Important	III Interruptions, Petty Emails, Some Phone Calls	IV Excessive TV, Games, Chats, Time Wasters

Managing your time Right

- Which quadrant do I primarily live in?
- What are my recurring time wasters?
- What should I **start** doing to manage my time better?
- What should I **stop** doing to manage my time better?

Closure

- 4 Letter Word
- D O N E
- YOU ARE KNOWN FOR – When you say you will DO IT, people know that it will be DONE – You are known for this.

Conclusion

- Life Long Learning
- Extending your Boundaries
- Raise the Bar not बार बार
- Taking Ownership and Being Accountable
- Exceed Expectations

Thank You

