Developing Your Professional Skills Worksheet

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|  | Professional Skills for Workplace  | Comparable Action in Classroom |
| High | Being responsive to duties and tasks |  |
|  | Maintaining composure  |  |
|  | Speaking and writing in a manner appropriate for audience |  |
|  | Being receptive to feedback and criticism |  |
|  | Being a responsible listener |  |
|  | Respecting others’ professional position |  |
|  | Being on time |  |
|  | Being prepared |  |
|  | Being courteous and appreciative |  |
|  | Making proper introduction |  |
| Low | Dressing appropriately |  |