Only You Can Prevent Forest Fires

Professionalism in the Work Place

Howard Shanken, Registrar
Grand Rapids Community College
Professional Etiquette

conforming to the standards of skill, competence, or character normally expected of a properly qualified and experienced person in a work environment
Forest Fires:
How do they start?
Forest Fires: What is our role?
TOP DOWN COLLABORTIVE
ME \hspace{1cm} TEAM
“Hidden Agendas and Where to Find Them”

By T. Rust Braker
Forest Fires

Rage
Anger

• Lack of Civility

Aggression

• Off Road Rage
Forest Fires

E-mail
"You should check your e-mails more often. I fired you over three weeks ago."
SAY WHAT!

To “CC” or “BC”?

It’s Public!

Got Editor?

The Power of NOW
Stealing

Forest Fires
TRUST is tested:
When you make a mistake

When something is being said in confidence

When you ‘play’ sides
When you go beyond supervisor
When you keep information
When you exaggerate situations
What Creates Tension In Your World?
Foul

Forest Fires
Irritable

Forest Fires
CAUTION! May Erupt At Any Moment!
Do You Know People Like This?
Relational databases without relational people...
Resentful

Forest Fires
A “Smoking Gun”...
Emotionalism

Forest Fires
Drama, Drama, Drama...
Stressed

Forest Fires
The more stress you add, the more others question your judgement.
PROFESSIONALISM
- Principles
- Passion

- Respect
- Responsiveness

- Openness
- Optimism
Principles

Having a vision and the character for others to rally around.
“Though I Walk Through the Valley of Death...”
RESPECT

Respect builds a team

Be willing to be wrong

Be inclusive
Optimism
SAGE
ADVICE
Self
- Advocate
- Coach
- 360 Degrees
- Network
- Volunteer
- Daily Reflection

Improvement
- Stay Competitive
- Technology
- Training
- Skill Sets

Wins
- Journal
- Document
- Website
- Publish