

# "Professional Presence In The Workplace - How to demonstrate Professional Presence in the Workplace"

Appropriate dress and communication are two important assets professionals need in today's workforce especially in a professional setting. Professionalism is something every employee should possess and work towards making improvements everyday.

Being on time for work with the appropriate utilities shows your interest in the company's success and a commitment to accomplish company goals and ideas beyond personal goals.

Having a positive posture is a reflection of your attitude towards others and how you value your job and the duties you are expected to perform. Your language and choice of etiquette exemplifies your professional

- **Stand straight, make eye contact, turn towards people when they are speaking, and genuinely smile at people.**
- **Follow your office dress code, perhaps dressing a step above the norm for your office.**
- **Be alert. Sleepiness looks bad in the workplace.**
- **Kindness and courtesy count!**
- **Arrive early to work each day.**