



Professional Skills and Attitudes at Work

Career Course

Career Lab: Plan, Practice, Succeed

PhD Anita Gaile



Career Lab: Plan, Practice, Succeed

1. Introduction to Career Planning
2. Understanding the Career Landscape
3. Job & Internship Search Strategies
4. Preparing for the Job Hunt
5. Professional Skills and Attitudes at Work
6. Long-Term Career Well-Being



Professional Skills and Attitudes at Work

What is expected from a new employee?

How to adapt to the work environment?

The importance of soft skills

Integrating into a team

Proactiveness and learning in the workplace

Differences in work environments (organizational culture)

Different types of work settings





Different types of work settings



Different types of work settings

Traditional Office Setting

Fixed hours, desks, in-person collaboration, formal structure



Different types of work settings

Remote Work

Work from home or any location; requires self-discipline, digital communication



Different types of work settings

Hybrid Work Environment

Combines remote and in-office days; flexibility with regular in-person interaction



Different types of work settings

Open Office

Shared space with few physical barriers; encourages collaboration but may lack privacy



Different types of work settings

Co-Working Spaces

Shared offices used by freelancers, startups, or remote employees from different companies



Different types of work settings

Industrial/On-site Work Settings

Factories, construction sites,
warehouses — hands-on and
safety-focused



Different types of work settings

Customer-Facing Environments

Roles in retail, hospitality, or services requiring direct interaction with clients



Different types of work settings

Field-Based Work

Jobs that involve travel to various locations (e.g., sales reps, inspectors, consultants)



Different types of work settings

Creative or Studio

Based Workspaces - Flexible, informal environments that support innovation
(e.g., design studios, media)



Different types of work settings

Highly Regulated Environments

Healthcare, finance, government —
emphasis on compliance,
documentation, and protocol



Differences in work environments (organizational culture)



1. Understand Company Values and Norms

Each workplace has its own expectations for behaviour, communication, and decision-making

2. Observe and Adapt

Pay attention to how colleagues interact, how meetings are run, and how leadership operates

Differences in work environments (organizational culture)



3. Formal vs. Informal Cultures

Some workplaces emphasize hierarchy and structure; others promote open dialogue and flexibility

4. Team-Oriented vs. Individual-Focused

Learn whether success is measured by team results or individual performance

5. Communication Style

Some cultures value direct communication, others prefer diplomacy or written updates

6. Feedback Culture

In some environments, feedback is frequent and direct; in others, it's more subtle or formal

Differences in work environments (organizational culture)



7. Dress Code and Professional Etiquette

Expectations can vary greatly — from corporate attire to casual dress

8. Work-Life Balance Philosophy

Understand the organization's stance on overtime, flexibility, and remote work

What is expected from a new employee?

Collectively

Teamwork

Cooperate with others and contribute to group success

Communication Skills

Express ideas clearly and listen actively

Understanding the Company Culture

Align behaviour with company values and environment



What is expected from a new employee?

Individually

Positive Attitude

Show enthusiasm, be open to new challenges

Punctuality and Attendance

Arrive on time and be consistently present

Willingness to Learn

Be open to feedback and eager to improve

Flexibility and Adaptability

Adjust to new tasks, roles, or changes quickly

What is expected from a new employee?

Individually

Initiative and Motivation

Take action without being asked and show drive

Professionalism

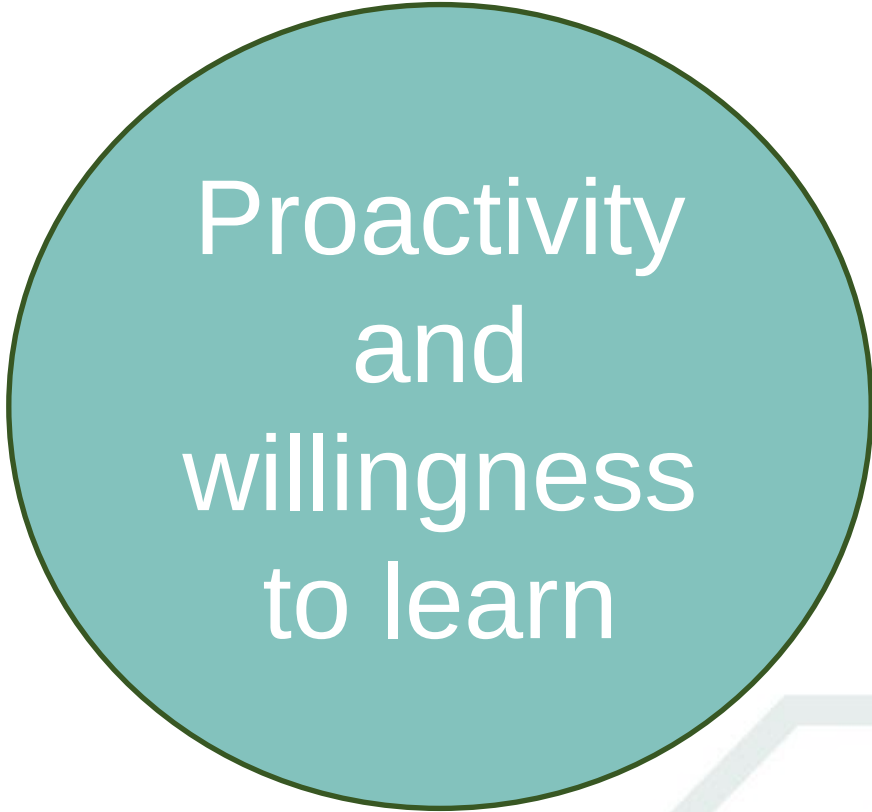
Maintain a respectful and appropriate workplace behaviour

Basic Job Competence

Demonstrate the required knowledge and skills for the role



Integration
into team



Proactivity
and
willingness
to learn

1. Be Open and Approachable

Show friendliness and willingness to connect with colleagues

2. Observe and Learn the Team Dynamics

Understand roles, communication styles, and unwritten rules

3. Communicate Effectively

Ask questions, listen actively, and contribute thoughtfully

4. Offer Help and Show Initiative

Volunteer to support teammates when possible



Integration
into team

5. Respect Different Perspectives

Embrace diversity in ideas, approaches, and personalities

6. Be Reliable and Accountable

Deliver your part of the work and meet team expectations

7. Align with Team Goals

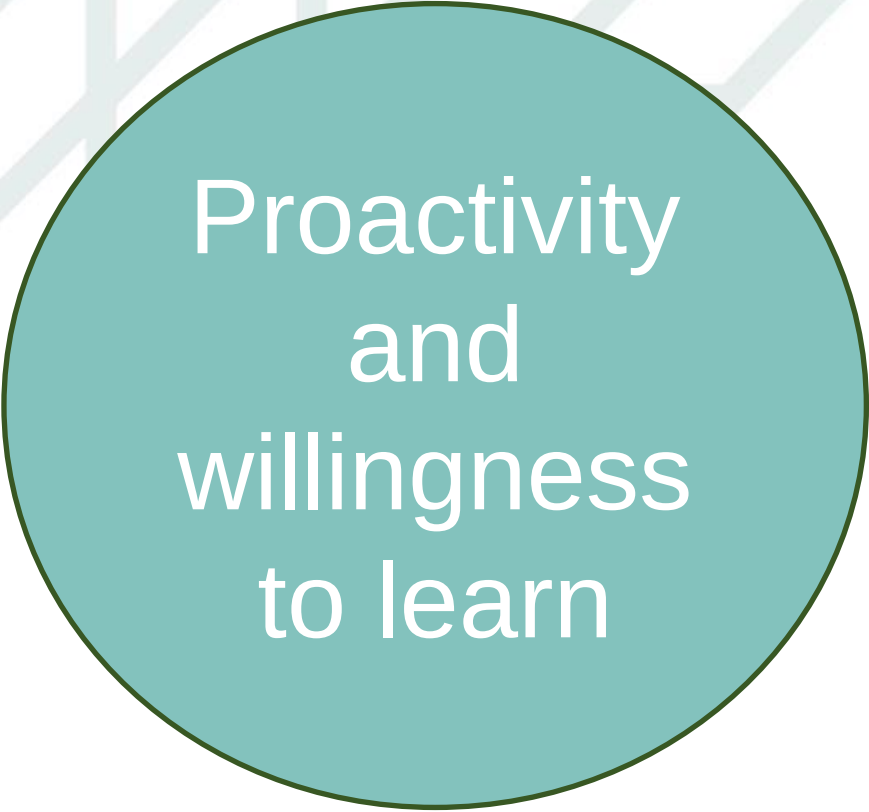
Understand the team's purpose and contribute toward shared success

8. Stay Positive and Solution-Focused

Handle challenges constructively and maintain a can-do attitude



Integration
into team



Proactivity and willingness to learn

1. Take Initiative

Employers value employees who don't wait to be told what to do — they act when they see an opportunity to help or improve something

2. Show a Willingness to Learn

Be open to new information, tools, and processes. Ask thoughtful questions and seek growth

3. Accept and Apply Feedback

Receiving feedback positively and using it to improve is a sign of a growth mindset

Proactivity
and
willingness
to learn

4. Seek Opportunities to Improve Skills

Explore learning resources, trainings, or ask to take on new challenges

5. Stay Curious and Engaged

Demonstrate interest in your role, team, and company goals

6. Adapt to Change

Learning often involves stepping out of your comfort zone — embrace it

7. Be Resourceful

Try to solve problems independently before asking for help



2025

