



PROFESSIONAL STANDARDS*

▶ ABOUT THIS ACTIVITY

 **Time:** 40 minutes

 **Objectives:** By the end of this session, participants will be able to:

- List 3 professional standards that relate to being in the workplace;
- Define at least 2 professional standards.


 **Training Methods:** Brainstorm, Small Group Discussion

 **In This Activity You Will...**

- Develop a group definition of professional standards. (5 minutes).
- Ask participants to brainstorm a list of those standards. (10 minutes).
- Divide up topics and assign to tables. Ask participants to come up with a definition for each standard. (15 minutes).
- Lead a group discussion of the results. (10 minutes).

 **Materials:**

- Professional Standards cheat sheet for trainer
- Flip chart and easel
- Markers
- Eraser

 **Preparation:** Print out standards and divide list into 3 or 4 groups to match the number of breakout groups.

Instructions

1. Ask participants if they can come up with a definition for professional standards (behavior/ how to conduct oneself on the job).
2. Ask participants to brainstorm a list of professional standards.
3. Lead a discussion about “professional standards” as they relate to being a peer. Does being paid or volunteering as a peer change how you view standards?
4. Discuss whom you represent as a peer -- the agency, your community, your peer group? Does this vary depending on where you are or who you are talking to?
5. Break into 3-4 groups.
6. Give each group one set of standards (divide them up among the groups) and to define them and give a basic standard that should be followed/achieved.
7. Discussion questions:
 - a. How did it feel to do this exercise?
 - b. How many of you have done this on your job?
 - c. How would it influence your role as a peer if this was done?
 - d. You are the supervisor hiring peers – Is it different looking at being a peer from the supervisor’s perspective since you have to think about the best way to get the work done and be fair to everyone?

Summary

Wrap up session.

* This module is part of the online toolkit Building Blocks to Peer Success. For more information, visit http://www.hdwg.org/peer_center/training_toolkit. This module comes from the Comprehensive Peer Worker Training, Peer Advanced Competency Training (PACT) Project Harlem Hospital Center, Division of Infectious Diseases, 2008.

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SESSION CHEAT SHEET

PROFESSIONAL STANDARDS

- Absences
- Accountability
- Chain of command/whom to see about what
- Clothing/dress code
- Confidentiality
- Dating/relationships
- Getting along with co-workers
- Hygiene
- Knowing role and limit of job/job description
- Knowing your rights
- Money to clients/boundaries
- Physical space
- Relationships with clients
- Sexual harassment
- Staff interaction/respect
- Timeliness