



Lei, leer en inspireer  
Lead, learn and inspire



## PROFESSIONALITEIT IN DIE WERKPLEK

SATERDAG 26 AUGUSTUS  
MARÉSA VILJOEN

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### HANDLEIDING VIR SKOOLBESTURE

[www.msmonline.co.za](http://www.msmonline.co.za)

CHAPTER 12: PERSONNEL MATTERS

1. EDUCATORS ELRC
2. CODE OF CONDUCT
3. DISCRIMINATION
4. NORMS AND STANDARDS FOR EDUCATORS
5. WORKLOAD OF EDUCATORS
6. INCAPACITY AND MISCONDUCT
7. INDUCTION AND ORIENTATION
8. APPRAISAL AND DEVELOPMENT
9. STUDENT EDUCATORS
10. QUALIFICATIONS FRAMEWORK
11. THE RIGHTS OF EDUCATORS
12. SACE REGISTRATION, MISCONDUCT AND TEACHER DEVELOPMENT




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**"I want to inspire people. I want someone to look at me and say "because of you, I didn't give up""**

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**Rapport**  
9 April 2017  
Taco Kruger-waarnet 2015, 2016

**Rian Malan wonder:** Waarom is die buitelandse eienaars van spaza-winkels soveel suksesvoller as Suid-Afrikanners?


**"THE BEST WAY TO FIND OUT IF YOU CAN TRUST SOMEBODY IS TO TRUST THEM"**

Die waarheid is dat die sake-geheime van buitelanders dinge is wat ons nie wil hoor nie: werksetiek en deurstellings-vermoë.

No matter how educated, talented, rich or cool you believe you are, how you treat people ultimately tells all. Integrity is everything.

Every child needs an adult who will never give up on them, who will be their hero. You won't like all your kids – the tough ones show up for a reason. We don't learn from people we don't like.

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**EIENSKAPPE VAN PROFESSIONALITEIT**

1. Betroubaar
2. "Committed"
3. Uitnemendheid/kwaliteit
4. Bedagsaam/ hofflik/goeie maniere
5. Eerlik
6. Positief
7. Luistervaardighede
8. Bereid om te leer uit foute
9. Samewerking
10. GEEN skinderpraatjies

CHARACTER IS HOW YOU TREAT THOSE WHO CAN DO NOTHING FOR YOU.

I WANT TO MEET MYSELF FROM SOMEONE ELSE'S POINT OF VIEW.

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**OUERS SE SIENING VAN PROFESSIONALITEIT**

1. Kan hul jou vertrou?
2. Is jy bevoeg/ kundig?
3. Het jy empatie? Sal jy begrip hê vir hul kind? Is hul kind veilig?
4. Betoon jy respek vir diegene om jou? (kollegas/ouers/leerders)
5. Gee jy om? Het jy 'n hart vir kinders?

"Children do not care how much you know until they know how much you care"

AN INVOLVED PARENT IS AN EMPATHETIC PARENT

HELPING WITH HOMEWORK

DOING CHILD'S HOMEWORK

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**KOLLEGAS SE SIENING VAN PROFESSIONALITEIT**

1. Kan hul jou vertrou?
2. Is jy bevoeg/kundig?
3. Is jy ondersteunend en bring jy jou kant?
4. Toon jy respek vir kollegas/ouers/leerders?
5. Aanvaar jy verantwoordelikheid en aanspreeklikheid?
6. Het jy integriteit?
7. Is jy konsidererend?
8. Is jy hoflik en het jy goeie maniere?
9. Is jy "committed"?



**How To Be  
Consistent  
From The  
First Day  
Of School  
To The Last**

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**PROFESSIONALITEIT EN VOORKOMS**

- Houding
- Jou kleredrag bepaal hoe mense jou hanteer.
- "Dress for the job you want, not the job you have"
- "If you want to be perceived as a professional, you need to dress accordingly. Enough said."



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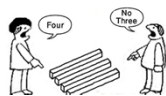
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**WIE OBTREDE TEENSKOED OOR JOU KOLLEGAS**

1. Respek – wedersydse respek
  - i. Vir jouself en ander
  - ii. Vir ondervinding
  - iii. Vir verskille
2. Aanvaar aanspreeklikheid
3. Kommunikasie
4. Hou persoonlike inligting persoonlik
5. Eer jou verpligtinge
6. Funksionele vertroue – almal is ewe belangrik
7. Vergaderings en tydsbestuur
8. Vertrouensbreuk
9. Vertroue dat jy jou kant sal bring



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### PROFESSIONELE OPTREDE TENOOR JOU KOLLEGAS

1. Eties – “play by the rules”
2. Integriteit
3. Respek vir vertroulike inligting
4. Lei deur goeie voorbeeld
5. Toeganklik
6. Kundigheid
7. Ken die grense – bly uit ander se sake
8. Werksetiek – iemand moet altyd weet waar jy is
9. Erken verskillende persoonlikheidstipes
10. Respek – gebruik van enige toerusting/kantoortoerusting
11. Misbruik van voorregte



It's amazing how far you're willing to go when someone believes in you.

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### PROFESSIONALITEIT EN KOMMUNIKASIE

1. E-pos etiket, telefoonetiket en die gee van boodskappe
2. Onaangekondigde besoeke (klasse en kantoor)
3. Spelling en taalgebruik
4. Geen emosionele byvoegings
5. Beklemtoning – kursief
6. Korrekte aanhef
7. Selfoongebruik tydens vergaderings en selfoonetiket
8. Luidrugtige gesprekke
9. Oogkontak
10. In die rede val
11. Beteuel jou humeur
12. Konfliktantering: lyftaal, woordkeuse, “pick your battles”



“Manners are a way of showing other people we care about them.”  
#etiquette

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### PROFESSIONELE OORLEWING

1. Balans
2. “What would a gentleman/lady do”
3. Persoonlike waardes
4. Selfdisipline
5. Tydsbestuur en beplanning
6. Vroegtydige kommunikasie en hantering van kollegas
7. Professionele goeie verhoudings, self-openbaarmaking
8. Geen skinder-praatjies
9. Emosionele bagasie by die hek. Hoe nou?
10. “Play to inspire, play as one”

*We are what we repentedly do. Excellence, then, is not an act, but a habit.*

A Person's Actions Will Tell You Everything You Need To Know.

**Self-Control**


1. STOP

2. Think

3. What could happen?

4. Is that what I want?

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IT WOULD BE TOO EASY TO SAY THAT I FEEL INVISIBLE. INSTEAD, I FEEL PAINFULLY VISIBLE, AND ENTIRELY IGNORED.

YOU GET TO DECIDE THE LEGACY THAT YOU LEAVE.

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