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minimizing bad elements like procrastination, delays and thereby increasing quality time spent at work.

- **Focus**
 - Staying focused at the task in hand is one of the greatest challenges employees seem to face in today's work environment especially when you have endless distractions around. Gossiping employees, cell phones, stress and fatigue, not prioritizing tasks are all a few examples of how one can easily lose focus at work. It is imperative to understand these situations and work hard on bringing back focus on priorities so as to end the day constructively.
- **Dedication**
 - Dedication and staying focused sort of works hand in hand. You need to stay focused in order to be dedicated to the work you're carrying out. Staying dedicated for a day keeps you on the right track, upholding the dedication for weeks and months puts you on the track for prolonged success in that it leaves you disciplined and resilient in the face of any obstacles in your way. You're left with a sense of ownership which level once reached enables you to carry the task at hand to fruition.
- **Professionalism**
 - One of the most important qualities is how to be a thorough professional. It shows a great deal about how serious an employee treats his work to be. It is about being capable of seeing the bigger picture, realizing the greater benefits of work, being a team player rather than being individualistic, being responsible for one's actions, staying positive in times of difficulties and doing their job to the best of their abilities.
- **Personal improvement**
 - A good employee is one who constantly upgrades and updates himself striving to be better than he was yesterday. An incessant hunger and a diehard passion drive him to excel not just at work but generally in life. Monotony tends to kill the growth drive in an employee and once this negative development begins to take form it leads to stagnation which is unpleasant. Therefore a constant undying desire to improve helps a great deal in remaining focused and dedicated.
- **Initiative**
 - Successful employees and great leaders are the ones who take initiatives and act on them. The ability to act independently is a crucial element of having a good work ethic—no matter how talented someone is if they need to be micro-managed, they'll hold your team back.
- **Productivity**
 - Maintaining all the above qualities would be of no use if ultimately the numbers don't show qualitatively and quantitatively, which all boils down to the term 'productivity'. All that matters to an organization at the end of it is its productivity which decides the results and profits for the organization. Candidates with a good work ethic find a way to get the job done, no matter the challenge, no matter how they are feeling that day.

In summary, having a strong work ethic involves upholding the values and goals of the company by performing your job to the best of your ability. It means focusing on

completing assigned tasks on time. An employee with a strong work ethic is professional in attitude and appearance. They honor their employment agreement by working the required hours, which may involve overtime to meet deadlines. They also understand the significance of how their role fits within the company. While they are primarily focused on performing their role, their main focus is helping their company succeed.

Q. 2. The process of service-learning provides academic benefits, ethical benefits and social benefits. Discuss with examples.

What is service learning?

Service learning requires students to use academic knowledge and skills to address genuine community needs, it differs from community service in that the chosen activity integrates with the school's academic curriculum and content, which allows students to reflect on their service experiences after they complete them.

For example, students picking up trash at a local park counts as community service. When those students follow up with teacher-led activities about ecology, pollution and solutions to the litter problem, the activity becomes service learning.

According to generation on, an international youth service organization that encourages young people to be the solution in their communities, service learning allows students to:

- Develop skills in critical thinking, problem solving, leadership, decision making, collaboration and communication
- Build positive relationships with community members
- Connect their experiences to academic subjects
- Develop a deeper understanding of themselves and empathy and respect for others
- Apply their energy and creativity to community needs
- Increase public awareness of key social issues

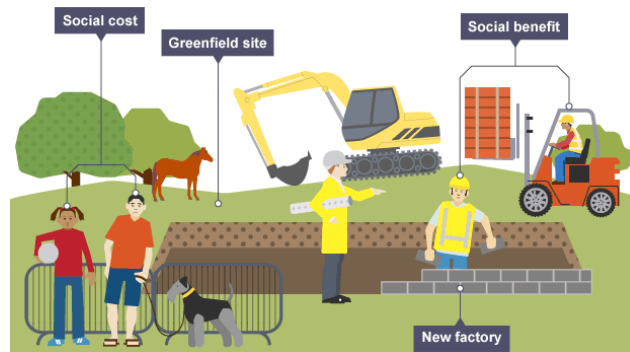
Social Benefits

Are business activities that have a beneficial or favorable impact on people or places?

For example, a business start up can have a multiplier effect. Suppliers will win new trade from them and the new workforce will become customers in the local shops.

A proposed project often generates both costs and benefits.

For example, building a new factory on a Greenfield site creates social benefits in the form of new jobs. However, the loss of open land is a social cost. Building is justified only if the benefits exceed the costs.



Ethical Benefits

Ethical people are those who recognize the difference between right and wrong and consistently strive to set an example of good conduct. In a business setting, ethical behavior is behavior that means applies the principles of honesty and fairness to relationships with coworkers and customers. Ethical individuals make an effort to treat everyone with whom they come in contact as they would want to be treated themselves.

Q. 3. Explore the link between civic virtues and civic education. How Civic education helps in building character.

Civic virtue is that part of virtue that relates to the connection between citizen and state, or maybe less formal, between citizen and (national/local) community . As virtue, civic virtue is the way that good citizens should behave, the appropriate role for a citizen in society.

Civic virtue is characterized by the “disposition to further public over private good in action and deliberation”.

Civic virtue, thus, is that part of virtue that makes one forgo one ‘sown and other people’s interest on behalf of his community. The emphasis is on public interest, the value of civic virtue is in the fact that it benefits or intends to benefit the wider community.

Civic education is the provision of information and processes related to democracy, and an opportunity to take part in them. It is also known as citizen education or democracy education. Citizenship education can be defined as educating children and the youth, from early childhood, to have a clear sight and become responsible citizens who participate in decisions concerning our country.

Civic education helps in building character

- College and career readiness.
- Civic knowledge attainment and efficacy.
- Increased free expression and deliberation

- Long-term civic commitment, participation, and life satisfaction
- Community economic health
- Dropout prevention and improved school climate

Character building and moulding is the best aspect of civic education for shaping the personality character of a student or an individual. The typical model character and moral discipline that are the essential parts of civic virtues, could be infused in the minds of young children and adolescent individuals to prevent any moral deviation only through the proper civic education. By various methodological procedures and programmes, moral virtues could be effectively taught from the primary level of students for the proper stabilization of virtues in the conduct of an individual. So, the civic and civilized status an individual person may be much upgraded in terms of his social awareness.

Q. 4. Discuss various strategies to cultivate the virtue of respecting others?

And respect for others are the basic constituents of a typical moral conduct and discipline that plays an important factors in the behavioral pattern and life - style of an individual. When the young children and students, tend to be aware of this moral conduct, they are prompted to give respect to their parents, teachers, public and elders. This type of positive behavioural trend would certainly help to boost-up the personality and individuality of a person. When an individual or person acquires the modest act of showing respect to others, he/she would be entitled to get the appreciation and support from all sections of a society for his/her well - mannered conduct. Personal rapport and interaction with the co-students would be immensely strengthened with the excellent academic record by the attitude of caring others. This good conduct would streamline the academic performance and assessment of a student on the bias of knowledge on civic virtues

We live in a world filled with conflict. Opinions and worldviews, likes and dislikes are as varied as the number of humans on this planet.

When we choose to accept that every human is imperfect, to look past the things we don't like or agree with and love anyway, the result is a natural outpouring of respect.

Various strategies to cultivate the virtue of respecting others

Listen:

Listening to what another person has to say is a basic way to respect them. Everyone wants to have their say. Everyone wants to feel that they're being listened to. Whether they have something profound to say is not the point. People want to be heard... period. When you give another person your time and your focus and your ear, you validate them. Which

conveys respect. The provision of human rights begins when those who have not listened to a particular segment of society begin to listen. All social change begins with dialogue. Civil dialogue. Until you listen to another person's concerns, you will not know who they are and what's important to them. Respect begins with listening.

Affirm:

When we affirm someone, we're giving evidence that they matter. That they have value. That they're important. And that they're worthy of respect. Simply affirming someone virtually guarantees that you respect them. To affirm someone, you just have to notice something positive about that person and verbalize this observation. "You've shown great determination over the past 2 years to get your business off the ground." "You were incredibly patient and understanding when dealing with that difficult situation." "You make me smile every time I see you." You may not respect every aspect of who they are and what they do, but you can give them appropriate respect at the level that affirms them. Affirmation is a key way of showing respect to others.

Serve:

English-American poet W.H. Auden once said that, "We are all here on earth to help others; what on earth the others are here for I don't know." Life on earth is about serving others. In fact, our professions, our careers, and our jobs should revolve around a desire to serve others. To give back to others. To use our talents and abilities to make life better for others. Serving shows that we care. And caring shows that we respect. Serving is an important element in showing respect.

Be Kind:

Though kindness and service are first cousins, they aren't identical. We can serve without being kind. But it's very difficult to be kind without serving. When we're kind to someone, we're giving of ourselves. We're giving something they can use. Maybe something they need. Maybe something they need desperately. Kindness is an expression of respect. Respect for the fact that someone else is simply in need. We have all been in need. And what a relief it was when someone showed us kindness. Kindness is a tangible way of showing respect.

Be Polite:

It's appalling to witness the decline of politeness in the modern world. Whether it's on the highway, at the grocery store, in the parking lot, on the athletic field, on Facebook, or in political rhetoric – polite discourse and interaction is rapidly becoming a lost art. Yet, it's so easy to be polite. And it's so inexpensive too. An act of politeness can literally change a person's day. It can even change a person's life. It can lift their spirits instantly. It can help

them press on through what may be difficult. Some cultures in the world are known for their politeness. Other cultures are known for their rudeness. Which communicates respect and which doesn't? If you want to show respect for someone, start by being polite.

Be Thankful:

If William James was right, that human beings crave appreciation, then thankfulness is the way we affirm it. When someone does something for you that's beneficial. Or they say something to you that's helpful in some way. Or they honestly affirm you in some way that's important to you. You should thank them. Again, thankfulness is becoming increasingly rare in our world. I hold the door for people, and they walk right past without even seeming to notice. I let people out into my lane of traffic so they'll save time. They look at me as if it's their solemn birthright. I help people in other ways that I'm certain was valuable to them. Yet I hear nothing in the way of thanks. It's not so much that we need to be thanked. It's that we want to feel that what we've done has made a difference. When there is no thankfulness for something we've done, or even for who we are, we feel a lack of respect. Respect doesn't always require thankfulness. But it often does. It's just another way we show respect. It's just another way that we feel respected.

Q. 5. How do you implement time management skills in your daily life? Draw a timetable of your daily activities.

Practicing good time management will take the stress out of my life and make me a more successful person in my business. It is time to take control of my life and face the reality that although i cannot add more hours into a 24 hour day, i spend the hours i do have more wisely.

- I Make a plan for each day and take 30 minutes each day to plan out all of my daily tasks that need to be completed, be sure to take my list everywhere i go
- Prioritize my daily tasks and establish which of my daily tasks are the most important
- I understand the difference between a priority tasks versus an urgent task.
- If a task is urgent but isn't a priority, get it done first so that i do not fall behind schedule.
- If all of my tasks are equally important, I do the most difficult tasks first and save the easiest ones for last.

In order to help myself manage my time more efficiently, track of each day's activities. Make note of everything that i get done each day and how long it takes. Keeping track of what I've accomplished each day will allow me get a better perspective on how well in managing my time.

5 Time Management Tips We Need to Know

- 1. Eat healthy and exercise**
- 2. Take scheduled breaks**
- 3. Set a time slot for interruptions**
- 4. Stay organized**
- 5. Improve your time management**

My Daily Life Activities Timetable

Morning	Afternoon	Evening	Night
3:30am early in the morning I am in the shop	At 12:00 pm I am doing my job	At 4:00pm meet with my friends	At 10:00pm finish my work at shop
4:25am to performing the prayer After I finishing the my duty I come to home 7:30am	1:30 pm perform the prayer.	At 5:00pm Playing sports games	At 10:30 eat the dinner
After reading the newspaper At 8:00am I eat the breakfast. Then I check the social media on my cell phone after this I go to bed at 9:00am to sleep and wake up on at 11:30am and go to my duty .actually I work on a Roti bread shop.	At 2:00pm Take a Bath At 2:30pm eat the lunch	At 6:00pm Take a bath and perform the prayer. At 6:30pm go to shop	At 11:00pm Spend some moments with family At 11:30 go to bed and sleep

