



Business Ethics at Work[®]

Developing Your Moral Intelligence

Professional Development Seminar

LEARNING OUTCOMES

- HOW TO MAKE GOOD ETHICAL JUDGMENTS WITHIN YOUR WORKPLACE
- LEARN WHEN AND HOW TO SAY “NO” WITH TACT.
- DISCOVER WHY BUSINESS ETHICS IS YOUR CONCERN, EVEN IF YOU'RE NOT A SENIOR MANAGER
- IDENTIFY YOUR OWN PERSONAL VALUES AND WHY THEY ARE CRITICAL FOR GOOD DECISION MAKING
- UNDERSTAND “THE 4 VIRTUES” OF PERSONAL INTEGRITY

Ethics and professional integrity go to the deepest level of an organisation’s “corporate culture”. With a myriad of recent corporate collapses and company directors in the news due to alleged unethical behaviour and conduct, understanding the importance of business and personal “ethics” is now a high priority for best-practice organisations.

In this one-day, hands-on seminar, **Business Ethics at Work[®]** discusses what ethics are and why practicing ethics and having personal integrity are non-negotiable work standards. This highly engaging professional development seminar uses open and honest discussions, relevant and stimulating case studies and real life examples to help promote a culture of ethical conduct and compliance within your organisation.

The program includes discussions about issues such as: invoicing and billable hours, quality of care, giving and receiving gifts, document retention, document destruction, customer service excellence, corporate ethics and responsibility within the community and interpersonal ethics. In addition your people learn how to make the right decisions that ensure a greater ethical response to business and moral issues.

Business Ethics at Work[®] shows both managers and employees how to establish and maintain a culture where ethics and integrity are fostered and encouraged. This highly engaging and timely professional development program takes people (who may have never had ethics or values training) from a basic understanding of business ethics to place where they can live out these principles and values.

What makes this program so useful and practical is that **Business Ethics at Work[®]** does not just take the theoretical approach to understanding the subject; rather the program presents a strong foundation for a *better way to think, relate and behave*.

- ✔ Discover the Three Rs of ethics: respect, responsibility and results
- ✔ Reinforce policies and procedures for addressing ethics and compliance
- ✔ Inspires personal commitment to promoting a culture of personal integrity
- ✔ Use the L.E.A.D. model for resolving ethical dilemmas



Seminar Overview

What's Included

SESSION OUTLINE (One-Day Program 8:30 – 5:00pm)

MODULE 1:

- Your Ethical Responsibilities in the Workplace
- Personal Character, Morality and Integrity
- The Fundamentals of Respect
- Ethical Decision-Making
- Not-So-Situational Ethics

MODULE 2:

- Protecting Company Assets
- Electronic Communications
- Proprietary Information
- Understanding Conflicts of Interest
- Conflicts of Time and Resources

MODULE 3:

- Intellectual Property and Copyright
- Understanding Gifts and Hospitality
- Discussing Gift and Hospitality Issues
- Ethical Leadership
- Insider Trading and Confidentiality

MODULE 4:

- Dealing with Suppliers and Subcontractors
- Corporate Espionage and Sabotage
- Political and Community Involvement
- Ethics and Dealing with Foreign Businesses or Governments



EACH PARTICIPANT RECEIVES

Each participant receives a professionally produced, detailed training manual and reference material. In addition, participants receive a password to online e-learning and reference material (where they can access audio coaching files, white papers, posters, and other training materials).

FREE eCOACHING FOR ALL PARTICIPANTS

To help participants implement all they have learnt at this powerful seminar, they'll also receive access to a 6 month e-Coaching program free!

This unique coaching program starts 14 days after the training.

At the comfort of their desk and at a time which suits them, participants enjoy these eCoaching sessions, as they reinforces all that has been learnt at this development program.



CERTIFICATE OF ACCOMPLISHMENT

Each participant also receives a customised "Certificate of Accomplishment", to be framed and displayed at their office or home.



CONTACTING US

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