

## COURSE OVERVIEW

# Ethics Training for the Workplace

## OVERVIEW

Imagine a world where everyone lived by the same code of ethics. We would all believe the same things were right and wrong; we'd all have the same hard-working gumption; we'd all trust each other implicitly, and we'd never have to reprimand others for their behavior.

This course discusses the importance of having a workplace code of ethics—a code of conduct that is expected and required of all employees. Participants will have the chance to evaluate their own ethical beliefs and discuss how to take a more ethical approach back at the workplace.

## LEARNING OBJECTIVES

- List positive outcomes of living by an ethical code of conduct
- Apply skills for working in an ethical manner
- Practice supporting others in living by a code of conduct
- Apply a general code of conduct to specific workplace scenarios
- Communicate the organization's ethics to others
- Recognize the rights and responsibilities of whistleblowers

## COURSE HIGHLIGHTS

### Define ethics and ethical behavior

- Create your definition of ethics
- Spot the behaviors of ethical and unethical people
- Working by an ethical code is like playing golf
- Learn 10 benefits of maintaining an ethical code of conduct
- What is the cost of NOT living by an ethical code?
- Unethical behavior and its potentially negative effects
- Goal setting and ethics: When do you know you have reached your targets?

### Maintain and support good ethics

- Techniques for building trust and mutual respect
- Create an environment of openness and transparency
- Credibility busters to avoid and ways to boost your credibility
- Identify your core values
- Create and align your mission statement with your company's
- Learn how ethics lead to effective decision making
- Use what-if scenarios to work through real-world dilemmas
- Ask questions when faced with a difficult person

### Understanding and following a code of conduct

- Overview of the Sarbanes-Oxley Act (SOX)
- Company-level controls under SOX
- Create a fair and equitable workplace
- Examples of conflicts of interest and how to evaluate one
- What you should do if you are in, or headed for, a conflict of interest
- Cyberslacking: What it is and why organizations should be concerned
- What you can do about cyberslacking

### Ensuring compliance

- Examine your corporate culture and learn how to make ethics a priority
- Create an infrastructure to support ethical behavior
- Communicate your ethics policy and identify where your policies fall short
- Confront a co-worker who commits an ethical breach
- Know your rights as a whistleblower and the correct process to follow
- Avoid the slippery slope of ethics violations—little things mean a lot
- Say "no" the first time: Be a person of values who won't be corrupted
- Take responsibility for your actions: Make personal accountability your key to compliance
- Create an ethics action plan

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### TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)