



# BUSINESS ETHICS

# Course Introduction:

---

The business ethics training course will teach participants a clear understanding of what business ethics is, while providing them with enough knowledge and practical tools to implement an ethics program at their workplace.

Every day key decisions are made about how resources are used and consumed in the enterprise. The ethical imperative is to ensure that resources are used in the most appropriate way within the context of the organization and the broader context of the organization in the community. Ethics should maintain a positive effect on the employee's surroundings, creating an atmosphere of decision making that fosters help and not harm. This course will pose a series of questions that will form the basis of a practical ethical framework.

# Course Objectives:

---

- Understand what 'business ethics' is
- Learn how to make ethical decisions
- Receive practical tools to implement ethics in the workplace
- Understand employee rights to enable and create privacy, harassment & technology policies Understand your business & social responsibilities Learn how to balance personal and organization ethics
- Learn when to "blow the whistle" Be able to identify unethical behaviors.

# Who Should Attend?

---

Staff & Managers, Supervisors,

# Course Outline:

---

## Getting Started

- Action Plans and Evaluation Forms
- What is Ethics? What Is Business Ethics?
- 10 Benefits of Managing Ethics

## Implementing Ethics in the Workplace

- Benefits
- Guidelines for Managing Ethics in the Workplace
- Roles and Responsibilities

## **Employer/Employee Rights**

- Privacy Policies
- Harassment Issues
- Technology

## **Business & Social Responsibilities**

- Identifying Types of Responsibilities
- Handling Conflicting Social and Business Responsibilities

## **Ethical Decisions**

- The Basics
- Balancing Personal and Organizational Ethics
- Common Dilemmas
- Making Ethical Decisions
- Overcoming Obstacles

## **Whistle Blowing**

- Criteria and Risk
- The Process
- When You Should "Blow the Whistle"

## **Managerial Ethics**

- Ethical Management
- Identifying the Characteristics
- Ensuring Ethical Behavior

## **Unethical Behavior**

- Recognize & Identify
- Preventing
- Addressing
- Interventions

## **Ethics in Business**

- Organization Basics
- Addressing the Needs
- Ethical Principles
- Ethical Safeguards

- Developing a Code of Ethics
- Performing an Internal Ethics Audit
- Upholding the Ethics Program

## Course Methodology:

---

**A variety of methodologies will be used during the course that includes:**

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

## Course Fees:

---

**To be advice as per course location.** This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Course Certificate:

---

**International Center for Training & Development (ICTD)** will award an internationally recognized certificate(s) for each delegate on completion of training.

## Course Timings:

---

### Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session