

# Business Ethics In The Office

## COURSE OVERVIEW

This workshop helps you define your ethical framework to make solving ethical dilemmas easier. We'll also look at some tools that you can use when you're faced with an ethical decision. And, we'll look at some techniques you can use so you don't get stuck in an ethical quandary. Best of all, we'll look at a lot of case studies so that you can practice making decisions in a safe environment.

### KEY SUBJECT AREAS

- What are ethics? Why bother with ethics?
- Taking your moral temperature
- Kohlberg's six stages
- Philosophical approaches
- Avoiding ethical dilemmas
- Pitfalls and excuses
- Developing an office code of ethics
- 22 keys to an ethical office
- Decision making tools
- Handling dilemmas with company policy, co-workers, clients, and supervisors
- What to do when you make a mistake

### LEARNING OUTCOMES

This workshop will enable the participant to:

- Understand the difference between ethics and morals
- Understand the value of ethics
- Identify some of your values and moral principles
- Be familiar with some philosophical approaches to ethical decisions
- Identify some ways to improve ethics in your office
- Know what is required to start developing an office code of ethics
- Know some ways to avoid ethical dilemmas
- Have some tools to help you make better decisions
- Be familiar with some common ethical dilemmas

*What exactly makes a decision ethical?  
Discover ways to make those decisions easier.*

*Duration: 2 Days*

### *Unique features*

The Business Ethics In The Office Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

### *Who should attend?*

Any person who wants help understanding the value of ethics, or who would benefit from defining a guideline for making ethical decisions.

### *Includes...*

- Resource material & workbook.
- Training 101 Certificate
- Quick reference guide.

Contact us for more information  
or to register on a workshop:

**P: 0800 801 233**