Ethics in Business: Manage with Authority & Fairness

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is essential to maintaining a successful and productive work environment. The course will teach participants how to identify and assess ethical dilemmas. It will also help them formulate the best strategies for addressing these dilemmas, whether they are facing issues about relationships, discipline, safety, or performance.

Target Audience

This course is intended for:
- Persons in Leadership Roles
- Supervisors

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Enter Course Objectives

Course Topics

Module 1: Understanding the Problem and the Need
- Definitions of Ethics
- Identifying Your Ethical Concerns

Module 2: Forces That Shape Ethical Behavior
- When and Where Do We Develop Ethical Values?
- Ethics and Your Job
- Factors That Modify Ethical Values

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Course Topics *Continued*

Module 3: Ethical Considerations in Transactions with Employees
- Identifying Ethical Concerns in Employee Transactions
- Ethical Implications in Choosing Between People
- Ethics and Performance Appraisal
- Ethics and Communication with Employees
- Ethical Approaches to Maintaining Discipline
- Administering Reward Systems

Module 4: Ethical Considerations in Transactions with Your Boss
- Sources of Ethical Concerns in Transactions with the Boss
- Following Orders and Directives from Above
- Supporting and Communicating

Module 5: Ethical Considerations in Transactions with Your Peers
- Ethical Issues in Peer Transactions
- Supporting and Communicating with Peers
- Collaboration-A Beneficial and Ethical Tool
- Constructive Problem Solving

Module 6: Solving Ethical Problems
- An Organized Approach
- Solving Ethical Problems: The 10-Step Method

Module 7: Review and Suggestions for the Future
- Five Rules for Ethical Behavior
- Design a Life Plan for the Future

ACTIVITIES INCLUDED

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