A company’s ethics will determine its reputation. Good business ethics are essential for the long-term success of an organization. Implementing an ethical program will foster a successful company culture and increase profitability. Developing a Business Ethics program takes time and effort, but doing so will do more than improve business, it will change lives.

A company’s ethics will have an influence on all levels of business. It will influence all who interact with the company including customers, employees, suppliers, competitors, etc. All of these groups will have an effect on the way a company’s ethics are developed. It is a two-way street; the influence goes both ways, which makes understanding ethics a very important part of doing business today. Ethics is very important, as news can now spread faster and farther than ever before.

**WORKSHOP OBJECTIVES**

- Define and understand ethics.
- Understand the benefits of ethics.
- Create strategies to implement ethics at work.
- Recognize social and business responsibility.
- Identify ethical and unethical behavior.
- Learn how to make ethical decisions and lead with integrity.
COURSE OUTLINE

MODULE 1 Getting Started
- Workshop Objectives
- Action Plans and Evaluation Forms

MODULE 2 What is Ethics?
- What Is Business Ethics?
- 10 Benefits of Managing Ethics
- Case Study
- Module Two: Review Questions

MODULE 3 Implementing Ethics in the Workplace
- Benefits
- Guidelines for Managing Ethics in the Workplace
- Roles and Responsibilities
- Module Three: Review Questions

MODULE 4 Employer/Employee Rights
- Privacy Policies
- Harassment Issues
- Technology
- Module Four: Review Questions

MODULE 5 Verbal Communication Skills
- Identifying Types of Responsibilities
- Case Study
- Handling Conflicting Social and Business Responsibilities
- Case Study
- Module Five: Review Questions

MODULE 6 Ethical Decisions
- The Basics
- Balancing Personal and Organizational Ethics
- Common Dilemmas
- Making Ethical Decisions
- Overcoming Obstacles
- Module Six: Review Questions

MODULE 7 Whistle Blowing
- Criteria and Risk
- The Process
- When You Should “Blow the Whistle”
- Module Seven: Review Questions

MODULE 8 Managerial Ethics
- Ethical Management
- Identifying the Characteristics
- Ensuring Ethical Behavior
- Module Eight: Review Questions

MODULE 9 Unethical Behavior
- Recognize & Identify
- Preventing
- Addressing
- Interventions
- Module Nine: Review Questions

MODULE 10 Ethics in Business (I)
- Organization Basics
- Addressing the Needs
- Ethical Principles
- Module Ten: Review Questions

MODULE 11 Ethics in Business (II)
- Ethical Safeguards
- Developing a Code of Ethics
- Performing an Internal Ethics Audit
- Upholding the Ethics Program
- Module Eleven: Review Questions

MODULE 12 Wrapping Up
- Words from the Wise

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