



ETHICS & VALUES IN ACTION

SOCRATES ACADEMY

Do you work ethically?

Are you clear about how to apply ethical standards?

How do ethics create advantages in your business?

Approach

Ethics are a key feature of the working environment today. This programme is designed for those who are new to the understanding and implementation of ethics in the workplace. We take an informative, practical approach to the subject, with a strong focus on application and the use of case studies.

Key Topics

- Defining Ethics
- Ethical Behaviour
- Best Practice & Application of Ethics
- Ethical Standards
- Implementation Planning

Training Objectives

At the end of this programme, you will be able to:

1. Understand the concept of work ethics and how to relate to working environment.
2. Recognise the determinants of ethical work behaviour
3. Be familiar with the approaches to ethical practice and how to apply them to increase productivity in the work environment.
4. Adopt ethical standards, which regulate working practice in all aspects of life including working and social behaviour.
5. Prepare an action plan to implement on return to work.

Duration

Two Days

If you would like to discuss any one of our programmes please call on +44(0)7803 299337 or email: info@craighilesconsulting.com



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Schedule

Day One

Introduction & Welcome

- Programme Objectives Personal Objectives Professionalism & Ethics

The Concept of Work Ethics

- Defining Ethics (Ethical .v. Unethical)

The Ethics Checklist

- Rules & Regulations
- Values
- Conscience Promises

Ethical Behaviour

- Experiences & Beliefs into Action
- The 3Rs of Ethics
- Respect Responsibility Results

Ethics Case Study

Personal Action Planning

Reflection, Discussion & Action

Day Two

Welcome Back...

Review of Day One

Applying Ethics in the Workplace

- Ethical Best Practice
- Improving Effectiveness & Productivity

Personal Ethics

- Ethics – Self Assessment
- Dealing with Challenging Situations
- The Key Questions

Team & Organisational Ethics

- Reasons for Ethical Practice
- Application
- Personal Case Study

Applied Ethics & Professionalism

- Appearance Behaviour
- Written & Verbal Communication
- Body Language Meetings

Ethics Case Study

Personal Action Planning

Reflection, Discussion & Action

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