

## BUSINESS ETHICS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

In order for an organization to observe standard behavior and uphold high ethical standards, employees should be provided with an ethics policy. It is very important to teach your staff the different distinctions of professional ethics as this is very helpful in creating a productive and harmonious workplace.

This Business Ethics training course from PD Training will help you in defining the business environment ethics, reporting unethical conditions, understanding the serious effect of unethical behavior and differentiating ethics in the workplace and personal morality.

Participants in this course will have a better understanding of the significance of acting ethically in the workplace. This engaging business ethics training course is available now in Kuala Lumpur and Malaysia.

This Business Ethics training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

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## BUSINESS ETHICS TRAINING COURSE OUTLINE

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### FOREWORD

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 employees 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.

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### OUTCOMES

#### In this course participants will:

- ▶ 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
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Action Plans and Evaluation Forms
- ▶ Module Two: What is Ethics?
- ▶ What Is Business Ethics?
- ▶ 10 Benefits of Managing Ethics
- ▶ Case Study

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#### Lesson 2: What is Ethics?

- ▶ What Is Business Ethics?
- ▶ 10 Benefits of Managing Ethics
- ▶ Case Study

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#### Lesson 3: Implementing Ethics in the Workplace

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

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#### Lesson 4: Employer/Employee Rights

- ▶ Privacy Policies
- ▶ Harassment Issues
- ▶ Technology

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#### Lesson 5: Business & Social Responsibilities

- ▶ Identifying Types of Responsibilities
- ▶ Case Study
- ▶ Handling Conflicting Social and Business Responsibilities
- ▶ Case Study

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#### Lesson 6: Ethical Decisions

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

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### Lesson 7: Whistle Blowing

- ▶ Criteria and Risk
- ▶ The Process
- ▶ When You Should “Blow the Whistle”

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### Lesson 9: Unethical Behaviour

- ▶ Recognize & Identify
- ▶ Preventing
- ▶ Addressing
- ▶ Interventions

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### Lesson 11: Ethics in Business (II)

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

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### Lesson 8: Managerial Ethics

- ▶ Ethical Management
- ▶ Identifying the Characteristics
- ▶ Ensuring Ethical Behaviour

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### Lesson 10: Ethics in Business (I)

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

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)