



Institute for Capacity Development (ICD)

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Business Ethics for the Office

Course Objectives

On completion of the course participants should be able to:

- Understand the difference between ethics and morals
- Understand the value of ethics
- Improve ethics in their office
- Start developing an office code of ethics
- Avoid ethical dilemmas
- Deal with common ethical dilemmas

Target Groups

- Directors
- Company Secretary
- All middle managers
- Departmental heads
- Training and HR Officers
- Supervisors
- Legal Advisors
- Union representatives

Course Outline

- General Management Skills and Practises
- What is Ethics?
- Defining Ethics and Morals
- Values Identification
- Why Bother with Ethics?
- Kohlberg's Six Stages
- Developing an Office Code of Ethics
- Putting Ethics Into Practice
- Introduction to Ethics in the Workplace
- Implementing Ethics in the Workplace
- Guidelines for Managing Ethics in the Workplace
- Roles and Responsibilities
- Keys to an Ethical Office
- Ethical Leadership for Supervisors
- Role of Leaders in Ethics
- Employer/Employee Rights
- Confidential Information
- Conflicts of Interest
- Privacy Policies

- Harassment Issues
- Business & Social Responsibilities
- Balancing Personal and Organisational Ethics
- Avoiding Ethical Dilemmas
- Dilemmas with Company Policy
- Dilemmas with Co-Worker
- Dilemmas with Clients
- Dilemmas as a Supervisor
- Making Ethical Decisions
- Ethical Decision Making Tools
- When and How to Report Ethics Concerns
- Recognising and Identifying Unethical Behaviour
- Preventing and Addressing Unethical Behaviour
- Ethical Management
- Ensuring Ethical Behaviour
- What to Do When You Make a Mistake
- Action Planning

Dates: 21st – 25th May 2018

Duration: 1 Week

Course Costs: US\$2550

Venue: Windhoek, Namibia