PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

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1.0 DAY COURSE

# Business Ethics Training

**A business' ethics ensures that employees will understand the goals and expectations of an organisation. Ethics determine the "rules of the road" for a particular entity, so it's imperative to communicate the ethical policy that staff should follow in a way that makes sense at all organisational levels.**

**The PD Training Business Ethics Training Course teaches you how to implement ethical management, goal setting, organisational policies, and identification and management of responsibilities. This course provides you with the knowledge and skill building techniques that allows the successful building and management of a business ethics framework.**

**This engaging business ethics training course is available now throughout Australia, including Brisbane,Sydney, Melbourne, Perth, Adelaide, Canberra and**

### What You'll Gain:

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 organisation and the broader context of the organisation in the community.

Ethics should maintain a positive effect on the employees surroundings, creating an atmosphere of decision making that fosters help and a feeling of community. This course will pose a series of questions that will form the basis of a practical ethical framework.

## 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 organisational ethics
- Learn when to "blow the whistle"
- Be able to identify unethical behaviours

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# Modules

### Lesson 1: Getting Started
- Workshop Objectives
- Action Plans and Evaluation Forms

### Lesson 2: What is Ethics?
- What Is Business Ethics?
- 10 Benefits of Managing Ethics
- Case Study

### Lesson 3: Implementing Ethics in the Workplace
- Benefits
- Guidelines for Managing Ethics in the Workplace
- Roles and Responsibilities

### Lesson 4: Employer/Employee Rights
- Privacy Policies
- Harassment Issues
- Technology

### Lesson 5: Business & Social Responsibilities
- Identifying Types of Responsibilities
- Case Study
- Handling Conflicting Social and Business Responsibilities
- Case Study

### Lesson 6: Ethical Decisions
- The Basics
- Balancing Personal and Organisational Ethics
- Common Dilemmas
- Making Ethical Decisions
- Overcoming Obstacles

### Lesson 7: Whistle Blowing
- Criteria and Risk
- The Process
- When You Should “Blow the Whistle”

### Lesson 8: Managerial Ethics
- Ethical Management
- Identifying the Characteristics
- Ensuring Ethical Behaviour

### Lesson 9: Unethical Behaviour
- Recognise & Identify
- Preventing
- Addressing

### Lesson 10: Ethics in Business (I)
- Organisation Basics
- Addressing the Needs
- Ethical Principles

- Interventions

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

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

### Lesson 12: Wrapping Up

- Words from the Wise

**Talk to our expert team**

**Phone: 1300 121 400**

Email: enquiries@pdtraining.com.au