# Ethics Training for the Workplace

Imagine a world where everyone lived by the same code of ethics. We would all believe the same things were right and wrong; we'd all have the same hard-working gumption; we'd all trust each other implicitly; and we'd never have to reprimand others for their behavior.

This course discusses the importance of having a workplace code of ethics ▌ a code of conduct that is expected and required of all employees. Participants will have the chance to evaluate their own ethical beliefs and discuss how to take a more ethical approach back at the workplace.

**Session 1**
## Define Ethics and Ethical Behavior
- Create your definition of ethics
- Spot the behaviors of ethical and unethical people
- Working by an ethical code is like playing golf
- Learn 10 benefits of maintaining an ethical code of conduct
- What is the cost of NOT living by an ethical code?
- Unethical behavior and its potentially negative effects
- Goal setting and ethics: When do you know you have reached your targets?

**Session 2**
## Maintain and Support Good Ethics
- Techniques for building trust and mutual respect
- Create an environment of openness and transparency
- Credibility busters to avoid and ways to boost your credibility
- Identify your core values
- Create and align your mission statement with your company's
- Learn how ethics lead to effective decision making
- Use what-if scenarios to work through real-world dilemmas
- Ask questions when faced with a difficult person

**Session 3**
## Understanding and Following a Code of Conduct
- Overview of the Sarbanes-Oxley Act (SOX)
- Company-level controls under SOX
- Create a fair and equitable workplace
- Examples of conflicts of interest and how to evaluate one
- What you should do if you are in, or headed for, a conflict of interest
- Cyberslacking: what it is and why organizations should be concerned
- What you can do about cyberslacking

**Session 4**
## Ensuring Compliance

- ⊘ Examine your corporate culture and learn how to make ethics a priority
- ⊘ Create an infrastructure to support ethical behavior
- ⊘ Communicate your ethics policy and identify where your policies fall short
- ⊘ Confront a co-worker who commits an ethical breach
- ⊘ Know your rights as a whistleblower and the correct process to follow
- ⊘ Avoid the slippery slope of ethics violations ▮ little things mean a lot
- ⊘ Say "no" the first time: Be a person of values who won´t be corrupted
- ⊘ Take responsibility for your actions: Make personal accountability your key to compliance
- ⊘ Create an ethics action plan

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