



Office Ethics and You

What exactly makes a decision ethical? The problem with ethics is that what may seem morally right (or ethical) to one person may seem appalling to another. This two-day workshop will not provide you with an easy way to solve every ethical decision you will ever have to make. It will, however, help you define your ethical framework to make solving those ethical dilemmas easier. We'll also look at some tools that you can use when you're faced with an ethical decision. And, we'll look at some techniques you can use so you don't get stuck in an ethical quandary. Best of all, we'll look at a lot of case studies so that you can practice making decisions in a safe environment.

How You Will Benefit

- Understand the difference between ethics and morals
- Understand the value of ethics
- Identify some of your values and moral principles
- Be familiar with some philosophical approaches to ethical decisions
- Identify some ways to improve ethics in your office
- Know what is required to start developing an office code of ethics
- Know some ways to avoid ethical dilemmas
- Have some tools to help you make better decisions

What You Will Cover

- The definition of ethics and morals
- Identification of your values
- Kohlberg's six stages of moral development
- Basic philosophical approaches
- Core decision-making tools
- Tools specific to ethical decision making
- 22 golden keys to an ethical office
- Dilemmas with co-workers, supervisors, clients, and company policy
- How to avoid dilemmas
- Recovering from a mistake

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion



TWO DAY WORKSHOP