

## BUSINESS ETHICS TRAINING

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### COURSE LENGTH: 1.0 DAYS

Business ethics are the rules that guide a company's, and individuals within that organization, acceptable behavior towards one another. Learn the ethical business practices that are necessary to maintain a good reputation and harbor harmonious relationships within the business community by attending PD Training's Business Ethics Training Course.

By the end of this course you will have covered the following topics: a clear understanding of business ethics and ethical decisions, awareness of your business and social responsibilities, how to identify unethical behaviors, knowing when to "blow the whistle", balancing business and personal ethics, implementing a business ethics policy in your workplace and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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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: Public Speaking

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

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#### Lesson 3: Pre-Assignment Review

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

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#### Lesson 4: Trade Shows

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

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#### Lesson 5: Targeting Your Market

- ▶ Privacy Policies
- ▶ Harassment Issues
- ▶ Technology

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#### Lesson 6: Regaining Lost Accounts

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

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### Lesson 7: The Prospect Dashboard

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

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### Lesson 8: Warming Up Cold Calls

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

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### Lesson 9: Setting Goals

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

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### Lesson 10: The 80/20 Rule

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

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## WEB LINKS

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