

## **Employee Training – Professional Ethics**

Employee Centric offers a Professional Ethics training class. This class is designed for *all employees* who want to learn how to handle questions regarding ethics in the workplace.

Professional Ethics is interactive and hands-on. The class is designed for a half-day session. Participants will leave with a better understanding of how to conduct themselves professionally in the workplace.

### **Program Objectives:**

Conflict of interest inside the organization, gifts and gratuities, time charging, sexual harassment issues, and diversity issues will be topics of discussion regarding ethics in the workplace. After a thoughtful introduction into the need for ethics and ethical dilemmas, definitions and distinctions will be considered between legal, ethical, and professional behavior. This seminar is designed to promote professional behavior in the workplace. Professional behavior decisions can be confusing and the consequences for making an inappropriate decision can have lasting professional and personal consequences.

### **Program Outline:**

During this session we will discuss The Ethics and Business Conduct of employees and managers. Professionals have responsibility for ethical decision-making and in addressing allegations of unethical or illegal conduct. The code of ethics helps employees make ethically sound business decisions and provides an overview of the issue-resolution process.

Topics covered include:

- The importance and impact of professional values and competency
- Develop and use the professional relationship with subordinates
- Select and apply interventions that enhance functioning of team members
- Describe and analyze various ethics policies and apply them to work

### **How Can I Get Started?**

Contact us for a complimentary consultation to find out if Employee Centric can work for your company.

[Sarah@EmployeeCentric.com](mailto:Sarah@EmployeeCentric.com)

804-513-5672

---