



Business Ethics for the Office

Description: This course will help participants learn how to: Understand the difference between ethics and morals, understand the value of ethics, identify some of their values and moral principles, use philosophical approaches to ethical decisions, improve ethics in their office, start developing an office code of ethics, avoid ethical dilemmas, use tools to help them make better decisions, and deal with common ethical dilemmas.

Session One: Course Overview.

Session Two: What is Ethics?

- Defining Ethics and Morals
- Values Identification

Session Three: Taking Your Moral Temperature, Part One

Session Four: Why Bother with Ethics?

Session Five: Kohlberg's Six Stages

- The Six Stages and Three Levels
- Identifying Stages

Session Six: Some Objective Ways of Looking at the World

- An Introduction to Philosophy
- Applying Philosophical Approaches

Session Seven: What Does Ethical Mean?

- Merck Pharmaceuticals
- Decision Analysis

Session Eight: Avoiding Ethical Dilemmas

- Some Easy Strategies
- Case Study

Session Nine: Pitfalls and Excuses

Session Ten: Developing an Office Code of Ethics

- Are You Ready?
- Sample Codes of Ethics
- Your Code of Ethics

Session Eleven: 22 Keys to an Ethical Office

- The 22 Keys
- Pre-Assignment Review

Session Twelve: Basic Decision-Making Tools

- The Three-Phase Model
- Phase One
- Phase Two
- Phase Three
- The Problem-Solving Toolkit

Session Thirteen: Ethical Decision Making Tools

- Three Types of Tools
- Case Study

Session Fourteen: Dilemmas with Company Policy

Session Fifteen: Dilemmas with Co-Workers

- Potential Dilemmas
- Case Study

Session Sixteen: Dilemmas with Clients

- Potential Dilemmas
- Role Play
- Presentations

Session Seventeen: Dilemmas and Supervisors

- Dilemmas with Your Supervisor
- Dilemmas as a Supervisor



Session Eighteen: What to Do When You Make a Mistake

Session Nineteen: Taking Your Moral

- Workshop Wrap-Up