Aim

The purpose of this workshop is to explain and demonstrate the importance of establishing an ethical culture in the workplace.

About this Course...

To explain and demonstrate the importance of establishing an ethical culture in the workplace

Who Should Attend this Course?

This course will benefit Supervisors, Managers, and Leaders - all those in a position to implement a culture of ethics in their organisation.

Outcome

At the end of this workshop delegates will have an understanding of the importance of good ethical conduct in the workplace as well as possessing the knowledge of how to implement a Code of Ethics.

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<thead>
<tr>
<th>SAQA US ID</th>
<th>NQF LEVEL</th>
<th>CREDITS</th>
<th>US TITLE</th>
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<tbody>
<tr>
<td>116484</td>
<td>5</td>
<td>6</td>
<td>Evaluate a specified code of ethics and/or code of conduct</td>
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The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.
## Content

**What are Ethics?**
- Understanding the concept of ethics
- What is culture?
- How do the lines get blurred?
- What factors influence the development of a code of ethics

**Factors Influencing the Development of a Code of Ethics**
- Seven principles guiding the development of a code of ethics which includes developing a values-based organisation and code that encourages principles of integrity
- Factors influencing effective implementation of a code of ethics

**Identifying Core Business Areas**
- Is there such a thing as a core business area when it comes to Ethics?
- Organisational response to ethical behaviour
- Legislation as the foundation of the development of a code of ethics
- Aligning duties and functions to a work ethic
- The seven value medals
- Putting it into practice

**Identifying Ethical and Unethical Conduct**
- Case Studies of ethical and unethical conduct

**Culture Creation**
- How to create a culture
- How to sustain a culture
- Formulating a code of ethics

**Follow Up and Reinforce**
- Evaluating your culture of ethics
  - Is it necessary to reinforce or enforce?
- Benchmarking your culture against international standards
- Additional practical exercises and ethical dilemmas
**Why Choose Staff Training?**

**Experienced Facilitators**

Our facilitators are experienced and well-versed in obtaining the desired outcomes for our workshops. We use a variety of presentation methods and are extremely capable of adapting to the needs of the room (group) on the day.

**On-Going Learning**

Staff Training provide a number of SETA and SACE assessment options, as well as our Online Skills Check and Afterburner options (expanded on below).

**Immediately Implementable**

Our workshops are highly interactive and practical allowing for easy implementation of theory in the working context. This is of paramount importance to us and our facilitators work hard to assist the learners with this translation of theory to practice.

**Adaptable Training**

It will always remain at the trainer's discretion to include or exclude small parts of a module that they find more applicable to the needs of the group. That said, our trainers are always clear on their mandate prior to the training.

**Appropriate Setting**

Training is always most effective in a room where it is quiet and uninterrupted and there is space for groups to move around or break away during group discussions. Should the workshop be hosted at your premises, we request that the delegates are fully present and do not get called out to see to daily matters as this is disruptive for the remainder of the group.

**Individualised Preparation**

In some instances there may be pre-workshop preparations necessary by the delegates, but this will be communicated in good time.

**Thinking Ahead**

Staff Training offer a follow-up service to the client where we keep contact with the delegates, encouraging them to explore areas of self-improvement identified during the workshop or as a result of their internal Skills Check evaluations. The easy process we walk them through culminates in a report that can be forwarded to their line managers through our portal and your HR department. Our clients find this service invaluable. The companies who use it report a higher level of accountability amongst their staff and more visible and sustained behaviour change.

**Our Afterburner** is a post-workshop, online add-on with three additional topics of learning, two quizzes and a myriad of videos applicable to the relevant course content.

There are additional charges for these services.

**Highly Customisable**

Should you wish for Staff Training to customise your workshop we humbly request wherever possible at least four working weeks' notice prior to presentation.