



the Management Development Institute

business and management education since 1981

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Business Ethics

Code: CT90-300

Duration: 1 day

Series: Business & Office Skills

Ethical decisions

Basics of business ethics
Making ethical decisions

Whistle-blowing

Whistle-blowing criteria and risks
The whistle-blowing process

Managerial ethics

Ethical management
Subordinates' ethical issues

Unethical behaviour

Recognising unethical behaviour
Ending unethical behaviour

Organisational ethics

Organisational ethics basics
Ethical principles
Ethical safeguards
Corporate social responsibilities

By completing this course, participants will learn how to:

- ✚ Define business ethics, balance personal values and organisational ethics, and follow a process for making good decisions when ethical dilemmas arise.
- ✚ Identify criteria for whistle blowing, the risks associated with it, and when and how to blow the whistle.
- ✚ Identify the characteristics of ethical management, handle common human resource issues, and address ethical dilemmas raised by subordinates.
- ✚ Recognise and prevent unethical behaviour, conduct an intervention meeting, and promote ethical behaviour in the workplace.
- ✚ Identify the types of ethical issues that arise in various functional areas, promote and maintain ethical principles, develop a corporate code of ethics, execute an internal audit, and identify and balance corporate social responsibilities.

Prerequisites: None