



VIRTUAL INSTRUCTOR-LED TRAINING

ETHICS IN THE WORKPLACE (1 DAY)

A Specialised Kwelanga Training Programme

INTRODUCTION

Workplace ethics plays an important role in company growth and development.

Ethics in the workplace is defined as the moral code that guides the behaviour of employees with respect to what is right and wrong in regard to conduct and decision making. Ethical behaviour doesn't only apply to individual employees, the organization itself should exemplify standards of ethical conduct.

Employees who are ethically positive, honest, hardworking, and driven by principles of fairness and decency in the workplace, increases the overall morale and enhances the performance of an organisation.

Workplace ethics is integral in fostering increased productivity and teamwork among employees. It helps in aligning the values of the business with those of the employees, with a resultant increase in productivity and motivation.

WHAT THIS COURSE CAN DO FOR YOU...

- Understand the relationship between values, ethics and organisational culture and its impact on achieving goals and objectives.
- Apply the principles of ethics to improve organisational culture.
- Evaluate current practices against best practice.
- Apply best practice to a unit.
- Strengthen organisational ethics.
- Assess team and personal ethical behaviour.
- Take ownership of personal ethical behaviour.

TARGET AUDIENCE

Ethical behaviour extends to all in a workplace, no-one is excluded. This course is therefore applicable to all who wish to assess their levels of ethical behaviour, understand how to strengthen a team's ethical behaviour and delve into best practice.

COURSE CONTENT

Understanding the Relationship Between Values, Ethics and Organisational Culture

- Relationship between personal values, organisational ethics and organisational culture
- Organisational culture
- Personal Values
- The importance of values in the organisation
- Organisational ethics
- Conflicts between personal values and organisational values and ethical codes

Apply the Concept of Corporate Ethics to a Unit

- Ethical conduct in South African organisations
- Best practices in respect of business/corporate ethics
- Analyse ethical practices of a unit

Strengthen Shared Organisational Values and Ethical Practices

- Guidelines for personal ethical conduct
- Principles of business/corporate ethics

Taking Ownership – Ethical Behaviour

- Issues of confidentiality
- Office politics, gossip and politicking
- Appropriate manners in workplace relationships
- Appropriate personal behaviour
- Inappropriate behaviour
- The difference between personal and professional relationships
- Delegated tasks, taking ownership
- Trust, loyalty and commitment

Personal Accountability & Commitment Plan

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- ✦ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✦ Delegates are active participants rather than relying entirely on the instructor.
- ✦ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✦ Information is shared through video, documents, and written notes with learners in real-time.
- ✦ Delegates who have internet connection can learn at anytime and anywhere.
- ✦ Delegates can participate in discussions and ask questions at any time.
- ✦ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✦ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✦ Use of slides and video clips enhances virtual learning.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing FREE access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the workplace. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

For more information contact us on:

Email: info@kwelangatraining.co.za

Johannesburg: +27 11 704 0720

Cape Town: +27 21 683 4084

Durban: +27 31 266 2808

Website: www.kwelangatraining.co.za