



FRAUD AND ETHICS (1 DAY)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Apply the organisation's code of conduct in a work environment
Unit Standard ID:	242815
NQF Level:	4
Credit Value:	5

INTRODUCTION

Fraud is known to have increased in organisations and corruption in certain areas is rife. Do we participate in this type of behaviour or turn a blind eye to it?

Organisations desire to attract employees who have high ethics and stand firm against fraudulent activities. Unfortunately, this is not always the result. Individuals come from different backgrounds and as such have different drivers, morals and values.

Honourable ethics and corruption are on opposite sides of the pole. This programme is designed to raise moral standards as a counter to potential or real corruption within a work environment. The focus is on ethics and not corporate governance.

Unethical behaviour in organisations is dangerous. Ethics is about consistency.

WHAT THIS COURSE CAN DO FOR YOU...

- Explain the concept of personal ethics in relation to the moral compass.
- Understand the role of a code of conduct in a work environment, according to ethical principles.
- Explore potential conflict between personal value systems and an organisational code of conduct.
- Assist employees to uphold the code of conduct within a work team.
- Consequences of non-compliance are identified.

TARGET AUDIENCE

This programme is intended for all persons who need to apply an organisation's code of conduct in a work environment.

COURSE CONTENT

The Concept of Ethics in Relation to the 'Moral Compass'

- Components of the 'moral compass'
 - Individual vs Collective
 - Behaviour vs Outcome
 - Morality and the organisation
 - Morality and accountability
- Identify team members' positions on the 'moral compass'
- Relationship between ethics and the constitution
 - Group and individual rights and responsibilities

The Role of a Code of Conduct in a Work Environment According to Ethical Principles

- Explain the code of conduct
 - The role of a code of conduct in a business environment
- Compare the code of conduct to the principles in the constitution and the 'moral compass'

Uphold the Code of Conduct within the Work Team

- Potential conflict between a personal value system and an organisational code of conduct
- Consequences of non-compliance with a code
 - Misconduct
- Apply the aspects of the code of conduct
- Identify examples of deviations from the code of conduct
 - Fraud
 - Staff pilferage
 - How to detect unethical conduct in a business unit
 - Taking remedial action
- Importance of reporting deviations
 - Uphold the code of conduct within the work team

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 through virtual learning or through recorded videos.
- + 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 work place. 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.***

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