



Business Ethics for the Office

Determining what constitutes a decision can be a matter. The challenge lies in the fact that what one person perceives as right or ethical others may find troubling.

This workshop does not offer a fix, for every dilemma you may encounter. However it aims to help you establish a framework that will make navigating those dilemmas easier. We will also explore tools and techniques that can assist you when faced with a decision. Additionally we will delve into numerous case studies to provide you with opportunities to practice decision making in an environment.

Course Overview

The initial portion of the day will focus on acquainting participants with one another and discussing the agenda for the workshop. Students will also have the chance to identify their learning objectives.

In this one day workshop we will guide participants in teaching them the following;

- Differentiating between ethics and morals
- Recognizing the importance of ethics
- Identifying values and moral principles
- Familiarizing, with approaches to ethical decision making
- Exploring ways to enhance ethics within the workplace
- Understanding the essential elements for developing an office code of ethics
- Discovering strategies to avoid ethical dilemmas
- Equipping participants with tools for making better decisions
- Becoming familiar with common ethical dilemmas

What Are Ethics?

We will begin by discussing the meanings of "ethics" and "morals," allowing participants to reflect on their own values.

Taking Your Moral Temperature, Part One

To lay a foundation for decision making students will be encouraged to consider their responses, to challenging situations.

Why Bother with Ethics?

We will also delve into the benefits of practicing behavior during a session.

Kohlberg's Six Stages

Through a combination of lectures and small group exercises we will explore Kohlbergs six stages of development.

Exploring Perspectives on the World

In this session we will delve into philosophical approaches, to problem solving, such as the golden rule, utilitarianism and the categorical imperative. Additionally participants will have the opportunity to apply these approaches to scenarios.

Understanding Ethics; What Does it Mean?

The concept of decision making can vary depending on which side of a dilemma one finds themselves. To illustrate this point we will examine a case involving Merck Pharmaceuticals in both lecture format and small group discussions.

Strategies for Avoiding Ethical Dilemmas

This session aims to explore methods for steering of ethical dilemmas. Participants will then have the chance to apply these strategies to a case study.

Recognizing Pitfalls and Overcoming Excuses

We often find ourselves making excuses for choices. This session will shed light on reasons behind decision making and provide valuable insights for reflection.

Crafting an Office Code of Ethics

In this segment we will discuss considerations when developing a code of ethics for your workplace. We'll cover what should be included in such a code, how to assess if your company is prepared for it and provide samples as reference points.

Ethical Challenges, in Business

Renowned ethics expert Nan DeMars has identified 22 principles that contribute to fostering an office environment. We will cover these points in a lecture followed by a discussion where participants can explore practical ways to address ethical concerns, within their workplace.

Basic Decision-Making Tools

In this session we'll explore a problem solving model consisting of three phases, accompanied by problem solving techniques.

Tools for Ethical Decision Making

Building upon the problem solving tools discussed earlier we will delve into specialized methods designed to tackle ethical dilemmas. We'll touch on tools like the "smell test" and the "shoe test," well as more advanced approaches like the "Potter box" and the "Kidder process."

Navigating Dilemmas Arising from Company Policies

Sometimes adhering to your companys policies may lead you into a predicament. This session aims to equip you with strategies for handling situations

Addressing Ethical Dilemmas with Co Workers

During this session we will examine dilemmas that can arise from interactions with co workers. Initially we'll provide insights through a lecture. Then engage participants in a case study activity.

Handling Ethical Dilemmas with Clients

Clients may occasionally request actions that challenge our principles due to factors. This session will shed light on some of the reasons, behind such requests. Next the participants will engage in role playing scenarios.

Ethical Dilemmas and Supervisors

This section will explore the dilemmas that may arise for supervisors and also those dilemmas that supervisors may intentionally place you in.

Dealing with Mistakes

Lets face it we're all human. We all make mistakes. Sometimes regret the decisions we've made. In this session we will delve into Nan DeMars six step plan, for recovering from mistakes.

Reassessing Your Moral Compass, Part Two

At the start of the workshop participants were asked to consider how they would handle situations. Now they will be encouraged to reevaluate their decisions based on everything they have learned throughout the course.

Concluding the Workshop

Towards the end of this course students will have an opportunity to ask questions and complete an action plan.

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