Course Overview

AMS2053: Real World Professional Ethics for Managers: What Would you Do?

Duration: See customizable options in the table listed below

Overview:
This sensitive issues class for managers includes a number of workplace scenarios to help managers identify potential ethical conflicts. Participants will gain a better understanding of the company policy/protocol, and know where to go for support. The course will also teach the manager how to communicate to the employee about the situation. Sensitive issues include workplace violence, domestic violence, racial profiling, dress code, medical emergencies, etc.

Managers will learn to recognize potentially harmful behaviors, and determine if they are personally responsible to take action. Participants will be able to identify the ethical breakdown while protecting the integrity of the organization.

Content Learning Themes:
- Sensitizes employees to unethical situations
- Determine the correct course of action for ethics violations
- Understand how to act in accordance with the company’s code of ethics.
- Understand the relationship between ethics and compliance
- Develop a culture for ethical decision-making
- Understand how to identify workplace ethical dilemmas
- Reinforce how to report unethical behavior

Customize Your Learning Experience:
AMS offers a complete Blended Learning Solution (BLS) designed to provide content topics in support of instructor led programs. The objectives of this Blended Learning Solution are to provide participants with industry and organization specific knowledge, current best practices, and competency-based learning utilizing multiple delivery models in the most cost effective way.

<table>
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<tr>
<th>Instructor Led Onsite Delivery</th>
<th>Instructor Led Virtual Delivery</th>
<th>Self-Paced Delivery (eLearning)</th>
<th>Supportive Learning Artifacts</th>
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| Real World Ethics for Managers – delivered in 1 day | Real World Ethics for Managers – delivered in two 3-hour sessions | TBA | Articles
| Maximum 25 participants | Maximum 25 participants | | Podcasts
| | | | Suggested Reading/HBR Case Studies
| | | | Video Vignettes

*PDUs are aligned to contact hours in non-instructor led deliveries.

Who Should Attend
This course is recommended for first line supervisors, managers or executives who need to minimize the risk of unethical behavior in the organization.
Course Overview

The course outline is to be determined based on the topics your organization requires expertise in. Some possible topics include:

- Sexual Harassment: dirty jokes, racist jokes
- Protocol on dealing with suppliers - Bribes vs. Gifts: suppliers/corruption (gifts vs. bribes)
- Domestic Violence
- EAP: what it is, how it works
- Religion, Finances, Politics
- Equal opportunity
- Bullying in the workplace
- Outside activities
- Conflict of Interest
- Gambling
- Kickbacks
- Falsifying records
- Safety
- International business practices
- Inappropriate Internet use
- Pornography at work
- Social Networking and blogs
- Proprietary information
- Non-competes
- Copyright
- Workplace violence
- Anti-trust
- Insider trading
- Honesty and fairness
- Diversity and respect
- Conflicts of interest
- Information security
- Business records
- Electronic communications
- Health, safety and the environment
- Alcohol and drug abuse
- Workplace violence
- Political activity
- Anti-competitive conduct
- Bribery and kickbacks
- Hiring practices
- Copyrights
- Passwords
- Expense reporting
- Clocking in
- Company supplies
- Long breaks/lunch
- Sanctions and trade embargoes
- Working with integrity
- Reporting violations
- Acknowledgment
- Code of Conduct policy