

PRESENTS
Office Ethics





TRAINING:

OFFICE ETHICS

What exactly makes a decision ethical? The problem with ethics is that what may seem morally right (or ethical) to one person may seem appalling to another.

This training will not provide you with an easy way to solve every ethical decision you will ever have to make. It will, however, help you define your ethical framework to make solving those ethical dilemmas easier. We'll also look at some tools that you can use when you're faced with an ethical decision. And, we'll look at some techniques you can use so you don't get stuck in an ethical quandary. Best of all, we'll look at a lot of case studies so that you can practice making decisions in a safe environment.

How will you benefit?

- Understand the difference between ethics and morals
- Understand the value of ethics
- Identify some of your values and moral principles
- Be familiar with some philosophical approaches to ethical decisions
- Identify some ways to improve ethics in your office
- Know what is required to start developing an office code of ethics
- Know some ways to avoid ethical dilemmas
- Have some tools to help you make better decisions

What will you cover?

- The definition of ethics and morals
- Identification of your values
- Basic philosophical approaches
- Core decision-making tools
- Tools specific to ethical decision making
- 22 golden keys to an ethical office
- Kohlberg's six stages of moral development
- Dilemmas with co-workers, supervisors, clients, and company policy
- How to avoid dilemmas
- Recovering from a mistake

Who is the trainer?

Drs. Shira Saraç-Essed is a psychologist with experience in the area of drug rehabilitation for adolescents and adults. She has worked for the 'Coördinatiebureau Drugsbestrijding'. She has a Masters degree in Clinical & Health Psychology from Leiden University.

Training dates:

Meeting 1: November 11th, 2010
Meeting 2: November 18th, 2010
Meeting 3: November 25th, 2010
Meeting 4: December 02nd, 2010

Price:

Afl. 710*, - /person

Location:

To be announced

Time: 18.30-21.00



Number of participants:

To have effective participation from all participants, the training insists on a minimum of 8 participants and a maximum of 15 participants.

*Ask for our group discount.