

Training Title

WORK ETHICS

Training Duration

5 days

Training Venue and Dates

SS015	Work Ethics	5 Days	19-23 Feb. 2024	\$5,500	Dubai, UAE
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In any of the 5 star hotel. Exact venue will be informed later.

Training Fees

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

TRAINING DESCRIPTION

The business world is demanding change. Now people seek to do business with companies who have employees who have strong work ethics, who are transparent and have established compliance regulations. Integrity in business processes and delivery of quality in products and services are needed to ensure the competitive future of a business. Work

Ethics is a collection of values and behaviours which people feel are moral. In other words, "ethics" is the name given to values or good behaviour. The belief that one should work diligently, beyond minimum expectations, striving for excellence in every aspect of labor. This belief along with resulting similar actions by the worker makes for an employee that any supervisor would be pleased to have.

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This program defines the behaviours desired in the workplace and aims to change the negative ethical behaviour of employees.

AIM OF THE COURSE OR COURSE OBJECTIVES:

This program aims to create an Awareness, Appreciation, and Application of Commitment and Work Ethics. Upon completion of the program, participants will be able to:

- Identify the behavioral implications of rules and regulations.
- Identify common workplace barriers to compliance.

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- Practice the awareness and communication skills that are associated with ethical conduct.

Participants learn to identify and manage barriers to compliance and practice awareness and communication skills that are associated with ethical conduct. They apply their learning to strengthen their own and their colleagues' commitment to ethical conduct.

WHO SHOULD ATTEND

This workshop is designed for employees who must comply with regulations as part of their job. These employees could be from any department and divisions. This course is for all employees who are interested to know values based on the ideals of discipline and hard work.

TRAINING METHODOLOGY

This highly interactive program uses the time-tested Lectures alongside Practical exercises, Case Studies, and Role plays. Participants engage in scenario-driven role-plays and facilitated discussion.

The programme is carefully designed to address all styles of learning and to fully engage participants using program materials, exercises, case studies, and discussions of relevant organisational issues. Lectures and discussions are either preceded or followed by comprehensive individual or group exercises. Participants will receive a very useful course material for reference. MS Power Point presentation will be used all over the course period. Discussions with and between participants and case studies will have vital roles within the course period.

COURSE OUTLINE

- ✓ The following topics will be covered in 5 days.
- ✓ Introduction – What, why, and How
- ✓ Productivity and Commitment
- ✓ Productivity and Work Ethics
- ✓ Leadership and Commitment
- ✓ Commitment and Work Ethics
- ✓ Quality and Commitment
- ✓ Work Ethics and Group Dynamics
- ✓ Work Ethics and Behaviour
- ✓ DISC
- ✓ Integrity
- ✓ Honesty
- ✓ Respect
- ✓ Quality Circles and Commitment

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- ✓ Work Ethics
- ✓ Emotional Intelligence
- ✓ Attendance
- ✓ Character
- ✓ Teamwork
- ✓ Group Dynamics
- ✓ Symbiosis
- ✓ Synergy
- ✓ Co-operation.
- ✓ Appearance
- ✓ Self-Esteem
- ✓ Productivity
- ✓ Organization
- ✓ Communication
- ✓ Leadership
- ✓ Respect

Case Studies, Group Discussions, Last Day Review, and Assessments will be carried out.

TRAINING OUTCOME

At the end of the course Participants learn to identify and manage barriers to compliance and practice awareness and communication skills that are associated with ethical conduct. They apply their learning to strengthen their own and their colleagues' commitment to ethical conduct.

- Identify the behavioral implications of rules and regulations.
- Identify common workplace barriers to compliance.
- Practice the awareness and communication skills that are associated with ethical conduct.

NOTE:

Pre & Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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