

**Soft-Train**



*At Soft-Train  
Technology Works*

## **Business Ethics (2 Days)**

**COURSE GOAL:** To enable the student to help foster an environment of ethical values inside the company and in life.

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course, the student will be able to:

- Determine what constitutes ethical behavior in the workplace.
- Understand the consequences of their actions at work.
- Determine the advantages of acting ethically on a team.

### **KEY TOPICS:**

#### **I. Ethical Leadership**

- A.** Intelligent Life in the Universe
- B.** You're Better Ough
- C.** Take Offense and Take Offensive
- D.** Discerning Common Attributes
- E.** False Prophets
- F.** Park your Ethicar in the Harvard Yard
- G.** You Don't Need Leaders to Tell People the Good News
- H.** Machiavellian, Manipulative, or Masterful?
- I.** Be-Guile
- J.** More P-O-W-E-R to You

#### **II. Ethical Workplace Conduct**

- A.** Verbally Abusive Behavior
- B.** E-Mail Ethics
- C.** To Be or Not To Be....Civil
- D.** Librarians Don't Rule the World!
- E.** Everybody Does It
- F.** Flirting with Danger
- G.** Leader of the PAC
- H.** Lobbying for Positions
- I.** Neutron Neutrality
- J.** Whatever it Takes

#### **III. Ethical Salesmanship**

- A.** A Stick in Time Saves Ten
- B.** A Sale in Need is a Sale Indeed
- C.** Info for You

- D. Ethics From A to Z
- E. Sell-ebrities
- F. News-Capers
- G. Inside Scoops
- H. Ethics Audit
- I. Take the “Ow” Out of  
“Now”
- J. Fine Lines vs. Fine Lines

#### **IV. Ethical Management**

- A. Ethics Evaluation
- B. Rites, Rights, and Wrongs
- C. That Feather in Your Cap
- D. Alphabet Soup-ervision
- E. Manager – Management
- F. You Know There’s a  
Child
- G. Will the Real Ethical  
Manager Please Stand?
- H. Codified Ethics
- I. Stand Up for Standards
- J. Perform as a Norm

#### **V. Ethical Teamwork**

- A. Blindfold Obstacle  
Course
- B. Cosmetic or  
Cosmological?
- C. Judgment Daze
- D. Information Age-ing
- E. Whistle-Blown in the  
Wind
- F. How Do You Spell “L-E-  
A-D-E-R”?
- G. Declarations of  
Dependence
- H. There is No Terror
- I. This is the House that  
Mac Built
- J. Story Glory