WORK ETHICS

COURSE TITLE
WORK ETHICS

COURSE DATE/ VENUE
27th Jan-31st Jan 25'
London, UK

COURSE REFERENCE
SOM111

COURSE DURATION
05 Days

DISCIPLINE
Secretarial & Office Management

COURSE INTRODUCTION
Commitment and Work Ethics play a greater role in improving group dynamics, Synergy and Productivity.

COURSE OBJECTIVE
Upon successful completion of this course, the delegates will be able to:
- ✓ Identify the behavioural implications of rules and regulations
- ✓ Identify common workplace barriers to compliance
- ✓ Practice the awareness and communication skills that are associated with ethical conduct.
- ✓ Identify and manage barriers to compliance and practice awareness and communication skills that are associated with ethical conduct.
- ✓ Apply their learning to strengthen their own and their colleagues' commitment to ethical conduct.

COURSE AUDIENCE

This workshop is designed for employees who must comply with regulations as part of their job. These employees could be from any departments and divisions.

COURSE CONTENT

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

- Leadership
- Respect

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

per Delegate. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions