

ELEVATING PROFESSIONAL STANDARDS: BUILDING A CULTURE OF ETHICS, INTEGRITY, AND PROFESSIONALISM

A 1-DAY TRAINING PROGRAM ON WORK ETHICS AND EXEMPLIFYING PROFESSIONALISM AND INTEGRITY

TRAINING OVERVIEW:

This training program is designed to enhance the work ethics, professionalism, and integrity of employees. The session will focus on understanding ethical principles, fostering accountability, and instilling behaviors that exemplify professionalism and integrity in their roles. The training will provide practical tools and strategies to align personal and organizational values, ensuring a consistent professional image and ethical workplace behavior.

TRAINING GOAL:

To equip employees with the knowledge and skills to uphold high standards of ethics, integrity, and professionalism in the workplace, fostering a culture of trust, accountability, and excellence.

TRAINING OBJECTIVES:

By the end of the training, participants will be able to:

- Understand the importance of work ethics and integrity in personal and organizational success.
- Identify behaviors that exemplify professionalism and ethical responsibility.
- Align personal values with organizational goals and principles.
- Practice accountability and ethical decision-making in workplace scenarios.
- Commit to continuous improvement in professionalism and integrity.

TRAINING HIGHLIGHTS:

MODULE 1: UNDERSTANDING WORK ETHICS AND INTEGRITY (8:00AM – 10:00AM)

- Definition and Importance of Work Ethics
- Core Principles of Integrity in the Workplace
- Aligning Personal and Organizational Values
- Consequences of Unethical Behavior

ACTIVITY: CASE STUDIES ON ETHICAL DILEMMAS

Participants will analyze real-world scenarios, identify ethical challenges, and propose solutions

1ST BREAK: 10:00AM – 10:15AM

MODULE 2: EXEMPLIFYING PROFESSIONALISM IN THE WORKPLACE (10:15AM – 12:00NN)

- Characteristics of a True Professional
- Workplace Etiquette and Interpersonal Skills
- Building Trust Through Consistent and Ethical Actions
- Communicating with Respect and Transparency

ACTIVITY: ROLE-PLAYING SCENARIOS

Practicing professional and ethical communication in workplace interactions

LUNCH BREAK: 12:00NN – 1:00PM

MODULE 3: PRACTICING ACCOUNTABILITY AND ETHICAL DECISION-MAKING (1:00PM – 3:00PM)

- Taking Responsibility for Actions and Decisions
- Decision-Making Frameworks for Ethical Choices
- Addressing Workplace Challenges with Integrity
- Reporting and Responding to Ethical Concerns

ACTIVITY: GROUP EXERCISE

Teams will discuss and present solutions to hypothetical workplace challenges, focusing on accountability, and ethics.

LAST BREAK: 3:00PM – 3:15PM

MODULE 4: CULTIVATING A CULTURE OF PROFESSIONALISM AND INTEGRITY (3:15PM – 4:30PM)

- Reinforcing Ethical Practices in Daily Tasks
- Encouraging Continuous Professional Growth
- Promoting a Positive and Ethical Workplace Culture
- Inspiring Others Through Exemplary Professionalism

ACTIVITY: PERSONAL ACTION PLAN

Participants will outline specific steps to enhance their professionalism and integrity in their roles at The Booksource Ph

WRAP-UP AND Q&A (4:30PM – 5:00PM)

- Summary of Key Takeaways
- Open Forum for Questions and Feedback
- Commitment to Upholding Work Ethics and Professionalism