

# Best Practices for Businesses and Employees

Work ethics, employee responsibility, and company values

## Introduction

Do the principles and ethics of your business encourage good deeds, maintain core duties and accountability, and consistently advance professionalism and excellence? Do they make sure that your business operates efficiently, avoiding moral hazard, and that unproductive behaviour doesn't escalate so that your business may continue to be successful and profitable?

These morals and principles ought to be publicly acknowledged by every business and consistently upheld in all administration and human resource procedures. Then, it is the leadership's duty to establish an environment of respect and honesty. However, individual employees executives as well as team members are ultimately accountable for developing and upholding strong corporate cultures and moral principles when it comes to enforcing ethical standards.

Although many businesses offer anonymous reporting procedures, employees should feel free to raise sensitive questions. They might just require an honest explanation if they don't comprehend a method. Alternatively, they might spot an issue that the management is blind to. This Corporate & Employee Best Practices training course will offer important insights into creating business values and coordinating individual objectives that guarantee exceptional work ethics and, as a result, assure success for the individual as well as the organisation.

### **This training session on Course N Carry will emphasise:**

- Establishing and Determining Core Values
- Genuine Leadership: The Integrity-Based Culture
- Employee Accountabilities
- The code of conduct for employees
- Corporate Governance and Work Ethics

## Objectives

**After completing this programme on Corporate & Employee Best Practices, you will be able to:**

- Establish and implement organisational ideals.
- Use sincere leadership
- Establish and specify job duties for employees
- Create codes of conduct for employees
- Use reporting mechanisms and workplace ethics

## Training Methodology

The instructor of this Course N Carry training session will use a range of tried-and-true adult learning teaching and facilitation approaches to provide participants with a full training on the topics covered in the seminar outline. The methods used in seminars include case studies, reviews, interactive exercises, direct interaction from the lecturer, delegated discussions, case studies, and video presentations.

## Organizational impacts

**Quoting corporate principles won't secure your organization's future; instead, the output and deeds of every worker in a moral workplace will.**

- The company upholds its values in all aspects of management and human resources.
- Fundamental accountability and responsibilities are guaranteed by corporate culture.
- Integrity and respect are fostered by leadership.
- Employees are in charge of upholding ethical standards and company cultures.
- In an ethical setting, productivity can be attained.
- The best workers are drawn to and retained by authentic leadership.

## Personal Impact

**Success in one's personal and professional life now rests more on behaviour than aptitude in this fast-paced, constantly changing world.**

- Personal ideals are met and in harmony
- Self-awareness to fulfill your life's ambitions
- Enhancing oneself to achieve personal mastery
- Your success is based on your ability to take accountability and responsibility.
- Establish connections that foster harmony and best practices.
- Achieving self-actualization and a purpose

## Who should attend?

This training course on Corporate & Employee Best Practices is intended for individuals who aim to enhance the realisation of company values and harmonise their objectives to attain a higher sense of achievement. It is also intended for people who wish to develop

and integrate optimal values into their work ethic. Similarly, this course is suitable for individuals who want to use a holistic approach to improve their sense of autonomy, mastery, and purpose.

**Though a wide range of professionals can benefit from this training, the following will be especially noted:**

- Leaders with a Strategic Approach
- Managers of Departments
- Heads of Teams
- Personnel in Human Resources
- Workers who want to develop their work ethics

## **Course Outline**

### **Day 1**

#### **Governance & Corporate Values**

- Establishing Business Values
- Values' Significance for Accountability and Responsibility
- The Advantages for Success in the Individual and Organisation
- Using Governance Frameworks
- Social Responsibility of Companies
- Corporate Ethical Values: Five Stages

### **Day 2**

#### **Leadership: Establishing Honesty and Deference**

- Model of the Leadership Process
- Intelligence Emotional & Emotional
- Authority, Influence, and Power
- Developing Trust both Inside and Outside the Team
- Fearlessness & Self-awareness
- Conduct, Principles, and Ideas

### **Day 3**

#### **Employee Accountabilities**

- Employer Image
- Prioritising employees over customers
- Effectiveness & Efficiency
- Efficiency and Organisational Ideals
- KPIs and performance
- Accountability and trust

## Day 4

### Workplace Morality

- In what way do you provide value?
- Handling Ethical Conundrums
- Developing Connections and Trust
- Morality and Direction
- A Handbook for Making Ethical Decisions
- Bringing Back Work Ethics

## Day 5

### When Mistakes Are Made

- Handling Difficult Individuals
- Tracking KPIs and Performance
- Providing and Receiving Input
- When fissures begin to appear
- Getting Yourself Noticed
- Taking Ownership and Accountability