Workplace Ethics and Professional Conduct Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Workplace ethics and professional conduct are the foundation of sustainable organizational success, driving corporate integrity, trust, compliance, and accountability in modern business environments. In an era shaped by ESG standards, AI-driven decision-making, remote work culture, and global regulatory frameworks, organizations are expected to maintain high ethical standards across all levels. Workplace Ethics and Professional Conduct Training Course equips professionals with the knowledge and behavioral competencies required to navigate ethical dilemmas, uphold organizational values, and align with international best practices in governance, compliance, and responsible leadership.

As workplaces become increasingly digital, diverse, and globally interconnected, the demand for ethical leadership, transparency, data privacy compliance, DEI (Diversity, Equity & Inclusion), and whistleblowing protection systems continues to rise. This course provides practical, scenario-based learning that strengthens moral reasoning, decision-making under pressure, and adherence to professional codes of conduct. Participants will gain actionable insights into preventing misconduct, managing conflicts of interest, and fostering a culture of accountability and respect in line with modern corporate governance expectations

Programme Curriculum

Workplace Ethics and Professional Conduct Training Course

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Course Duration

5 days

Course Objectives

1. Understand workplace ethics frameworks and global compliance standards
2. Apply professional conduct principles in real-world business scenarios
3. Strengthen corporate governance and accountability mechanisms
4. Identify and manage conflicts of interest in business environments
5. Promote DEI (Diversity, Equity & Inclusion) best practices
6. Enhance awareness of anti-corruption and anti-bribery compliance (AML/KYC)
7. Build competence in ethical decision-making models
8. Strengthen data privacy, cybersecurity ethics, and AI governance awareness
9. Develop skills for handling workplace harassment and misconduct cases
10. Encourage adoption of whistleblowing and reporting mechanisms
11. Improve understanding of organizational codes of conduct and policies
12. Foster ethical leadership and professional accountability culture
13. Align organizational behavior with ESG and sustainability compliance goals

Target Audience

1. Corporate employees across all levels
2. Team leaders and supervisors
3. HR professionals and people managers
4. Compliance and risk management officers
5. Senior executives and board members
6. Public sector employees and administrators
7. Customer service and frontline staff
8. Interns, trainees, and graduate professionals

Course Modules

Module 1: Foundations of Workplace Ethics

- Ethical principles and moral philosophy in business
- Personal vs organizational values alignment
- Integrity, honesty, and accountability culture
- Ethical frameworks
- **Case Study:** A procurement officer handling vendor bribery pressure

Module 2: Corporate Governance & Compliance

- Role of governance in ethical workplaces
- Regulatory compliance and legal obligations
- Internal controls and audit systems
- Risk management and ethical safeguards
- **Case Study:** Corporate scandal due to weak governance oversight

Module 3: Professional Conduct & Workplace Behavior

- Dress code, communication, and professionalism
- Respectful workplace interactions
- Accountability in task execution
- Handling workplace discipline issues
- **Case Study:** Misconduct arising from unprofessional email communication

Module 4: Diversity, Equity & Inclusion (DEI)

- Understanding unconscious bias
- Inclusive workplace practices
- Gender equality and cultural sensitivity
- Fair recruitment and promotion ethics
- **Case Study:** Bias in hiring and promotion decisions

Module 5: Anti-Harassment & Safe Workplace Practices

- Types of workplace harassment
- Prevention and reporting mechanisms
- Legal frameworks and organizational policies
- Psychological safety at work
- **Case Study:** Handling a sexual harassment complaint ethically

Module 6: Conflicts of Interest & Ethical Decision-Making

- Identifying conflict of interest situations
- Disclosure and transparency requirements
- Decision-making under ethical pressure
- Organizational integrity safeguards
- **Case Study:** Employee awarding contracts to family-owned business

Module 7: Digital Ethics, AI & Data Privacy

- Ethical use of technology and AI tools
- Data protection and confidentiality standards
- Cybersecurity ethics in organizations
- Social media conduct and digital footprint
- **Case Study:** Data breach caused by employee negligence

Module 8: Whistleblowing & Ethical Leadership

- Whistleblower protection systems
- Reporting unethical behavior safely
- Role of leadership in ethical culture
- Building trust and accountability systems

- **Case Study:** Employee reporting financial fraud in finance department

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com