

TRAINING CALENDAR, YEAR 2014
BUSINESS ETHICS CENTRE

	WORKSHOP	WHO SHOULD ATTEND?	BENEFITS FOR ATTENDING	PERIOD	
1	Employee Motivation through Workplace Ethics	Line Managers, HR Managers, HR Officers Supervisors	<ul style="list-style-type: none"> • Linking workplace ethics to traditional employee motivation methods (financial and non-financial). • Workplace ethics as an employee empowerment tool • Workplace ethics management framework • Certificate of Attendance 	Date	19 May 2014
				Time	8:00 - 1:00pm
				Duration	4hrs
				Venue	Harare
2	Employee Workplace Ethics	Non-managerial staff	<ul style="list-style-type: none"> • Employee ethical responsibilities • Skills for resolving ethical dilemmas. • Professional conduct, personal responsibility, and shared commitment to organisational goals. • Reporting ethical concerns. • Mitigating reputational risks and costs through workplace ethics • Certificate of Attendance 	Date	13 May 2014
				Time	8:00 - 4:00pm
				Duration	7hrs
				Venue	Harare

3	Ethical Benchmarks in Human Capital Management	HR Directors HR Managers Line Managers HR Officers	<ul style="list-style-type: none"> • Critically explore and evaluate the ethical nature of human resource management; • Identify and define current ethical issues confronting HR practitioners; • Identify and critically evaluate the ethical risks in human resource management • Compare, contrast and critically appraise a range of approaches to ethical analysis; • Certificate of Attendance 	Date	13 June 2014
				Time	8:00 – 4:00pm
				Duration	7hrs
				Venue	Harare
4	Crafting the Code of Ethics	Senior Executives, Managerial staff in Finance, Risk, Compliance, IT, Business Development, HR, Procurement, Production, Accounting, Auditing, etc	<ul style="list-style-type: none"> • The strategic imperatives of an integrated code of ethics • Challenges of crafting an impactful code of ethics • How to engage employees and other stakeholders in crafting the code. • International standards and best practices in code crafting processes. • Certificate of Attendance 	Date	11 July 2014
				Time	8:00 – 1:00pm
				Duration	4hrs
				Venue	Harare

5	Ethics for Front Office Staff	PAs, Bank Tellers, Receptionists, Office Administrators, Clerks, Security Officers, etc	<ul style="list-style-type: none"> • Top 9 ethical attributes of Front Office Staff. • Empower employees with skills to resolve ethical challenges that come with dealing with the public. • Help staff develop the ability to dialog and reason ethically, including engaging in ethical decision making • Certificate of Attendance 	Date	4 July 2014
				Time	8:00 – 1:00pm
				Duration	4hrs
				Venue	Harare
6	Managerial Ethics Training	Managers in Finance, Risk, Compliance, IT, Business Development, HR, Procurement, Accounting, Auditing, etc	<ul style="list-style-type: none"> • Understand how ethics in reward management systems can be used to grow employee ethical behaviour. • Using work sheets to scan organisational culture and business operating environment • Analyse the procedures and requirements of a properly structured ethics risk management policy 	Date	18 July 2014
				Time	8:30 – 4:00pm
				Duration	7hrs

			<ul style="list-style-type: none"> • Reveal global trends, standards, and best practices in corporate ethics. • Understand the workings of corporate ethics as a bottom line enhancer. • Certificate of attendance 	Venue	Harare
7	Managerial Ethics Training	Managers in Finance, Risk, Compliance, IT, Business Development, HR, Procurement, Accounting, Auditing, etc	<ul style="list-style-type: none"> • Understand how ethics in reward management systems can be used to grow employee ethical behaviour. • Using work sheets to scan organisational culture and business operating environment • Analyse the procedures and requirements of a properly structured ethics risk management policy • Certificate of Attendance 	Date	8 August 2014
				Time	8:30 – 4:00pm
				Duration	7hrs
				Venue	Harare
8	Embedding Ethics in Corporate Strategy	Board members, Senior Executives, Managers in Finance, HR, Marketing, Risk, Compliance, Etc. Professionals	<ul style="list-style-type: none"> • Value of creating ethical cultures that transform employee behaviour. • How to use the ethical culture to build a unique corporate brand. • Using ethics as a strategic imperative to increase productivity and profitability. • Global trends and best practices 	Date	9 September 2014
				Time	8:30 – 12:30pm
				Duration	4hrs
				Venue	Harare

9	Ethics in Procurement	Procurement staff, Buyers, Stores personnel, Etc.	<ul style="list-style-type: none"> • Value of formal ethics processes in procurement • Crafting a code of ethics for procurement staff • International trends and best practices • Certificate of Attendance 	Date	4 June 2014
				Time	8:00 – 1:00pm
				Duration	4hrs
				Venue	Harare
10	Ethical Benchmarks in Human Capital Management	HR Directors HR Managers Line Managers HR Officers Auditors	<ul style="list-style-type: none"> • Critically explore and evaluate the ethical nature of human resource management; • Identify and define current ethical issues confronting HR practitioners; • Identify and critically evaluate the ethical risks in human resource management • Compare, contrast and critically appraise a range of approaches to ethical analysis • Certificate of Attendance 	Date	19 August 2014
				Time	8:00 – 4:00pm
				Duration	7hrs
				Venue	Harare

11	Corporate Ethics Road Show	Corporates, Public institutions, NGOs, the general public	<ul style="list-style-type: none"> • Raise ethics awareness using the public platform and high profile personalities. 	Date	27 August 2014
				Time	9:00 – 4:00pm
				Duration	6hrs
				Venue	Harare
12	Ethical Leadership and Business Ethics Conference	Board members, Senior Executives, Managers, Academics, Public Policy Makers, NGOs, CSR Specialists, Compliance Officers, etc	<ul style="list-style-type: none"> • Ethics and Ethical Leadership Development in Zimbabwe, SADC, and Africa as a whole. • Global standards and best practices. • What Boards, Management, and Policymakers should do. • Ethics research and analysis in policy and decision making. • Networking opportunities with international speakers and peers from the rest of Africa 	Dates	24-26 October 2014
				Venue	Victoria Falls

Note: In-house training can be availed for any of the above training programmes at the request of the client organisation.