



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 16 November 2025 To 20 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This course, "Ethics and Integrity in the Workplace," aims to equip professionals with the knowledge and skills needed to foster an ethical work environment. In today's competitive business landscape, maintaining integrity is crucial for success and sustainability. Through engaging discussions and practical exercises, participants will learn how to handle ethical dilemmas and promote a culture of integrity within their organizations.

## Objectives

- Understand the fundamental principles of ethics and integrity.
- Identify common ethical dilemmas in the workplace.
- Develop strategies for resolving ethical issues effectively.
- Promote a culture of transparency and accountability.
- Enhance decision-making processes through ethical considerations.

## Course Outlines

### Day 1: Understanding Ethics and Integrity

- Definition and significance of ethics and integrity in the workplace
- Historical perspectives on ethical principles
- The role of personal values and morals in professional conduct
- Case studies on ethical breakdowns and their consequences
- Introduction to ethical frameworks and decision-making models

### Day 2: Identifying Ethical Dilemmas

- Common ethical challenges faced by organizations
- Conflict of interest and how to manage it
- Recognizing and addressing bias and discrimination
- Implementing whistleblower policies and protections
- Group activity: Analyzing ethical scenarios

### Day 3: Strategies for Ethical Leadership

- The role of leadership in fostering an ethical culture
- Effective communication of ethics and values
- Building trust through transparency and accountability
- Mentoring and coaching for ethical development
- Interactive session: Role-playing ethical leadership scenarios

### Day 4: Promoting a Culture of Integrity

- Developing and implementing a code of conduct
- Best practices for ethical audits and assessments
- Encouraging employee engagement in ethical practices
- Measuring the impact of ethics programs and initiatives
- Workshop: Designing an ethical action plan for your organization

## **Day 5: Enhancing Decision-Making Processes**

- Integrating ethics into organizational decision-making
- Tools and techniques for ethical analysis
- The importance of ethical risk management
- Case study: Evaluating decisions from an ethical standpoint
- Conclusion and future directions in workplace ethics and integrity