



Arabian Institute For Training

Corporate & Employee Best Practices

INTRODUCTION

- Do your company's values and ethics promote positive behaviours, uphold fundamental responsibilities and accountabilities; and continuously improve and enhance excellence and professionalism? Do they ensure that your company runs smoothly, avoiding ethical risk, and prevents the escalation of unproductive behaviour so that your company remains profitable and successful?
- Every company should make these values and ethics known and continuously sustain them in all human resources and management practices. It is then the leadership's responsibility to create a culture of integrity and respect. However, when it comes to enforcing ethical standards, individual workers - both executives and team members - bear the ultimate responsibility for creating and maintaining excellent corporate cultures and ethical values.
- While many companies have anonymous reporting processes, workers should feel able to ask questions tactfully. They may not understand a process and only need an honest explanation. Or they may identify a problem of which management is unaware. This Human Resource Management training seminar on Corporate & Employee Best Practices will provide key insights into building company values and aligning personal goals that will ensure an outstanding work ethic and consequently warrant success both for the individual and the organisation.

This training seminar will highlight:

- Creating and Identifying Core Values
- Authentic Leadership - The Culture of Integrity
- Employee Responsibilities
- The Employee Code of Conduct
- Work Ethics and Corporate Governance

OBJECTIVES

- Determine and apply corporate values
 - Apply authentic leadership
 - Develop and identify employee responsibilities
 - Design employee codes of conduct
 - Apply workplace ethics and reporting systems
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TRAINING METHODOLOGY

- Participants to this Corporate & Employee Best Practices training seminar will receive a thorough training on the subjects covered by the seminar outline with the instructor utilising a variety of proven adult learning teaching and facilitation techniques. Seminar methodology includes instructor facilitation, direct input, delegate discussions, case studies, reviews, interactive exercises and video presentations.

ORGANISATIONAL IMPACT

The future of your organisation is not guaranteed by quoting company values, but to the productivity and actions of all employees within an ethical environment.

- Company values are sustained in all human resources and management practices
- Corporate culture ensures fundamental responsibilities and accountabilities
- Leadership creates a culture of integrity and respect
- Employees are responsible for maintaining corporate cultures and ethical values
- Productivity is achieved within an ethical environment
- Authentic Leadership retains and attracts the best employees

PERSONAL IMPACT

Personal and career success depends less on capability and more on conduct in today's fast paced world of change.

- Personal values are aligned and fulfilled
 - Self-awareness to achieve your lifetime goals
 - Self-improvement to develop personal mastery
 - Responsibility and accountability provide the foundation of your success
 - Build relationships that create an environment of harmony and good practice
 - Finding purpose and self-actualization
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WHO SHOULD ATTEND?

- This Corporate & Employee Best Practices training course is designed for anyone who desires to optimize the fulfillment of company values and align their goals to achieve greater sense of accomplishment and to those who desires to cultivate and incorporate best values in their work ethic. Likewise, this training is appropriate for those who wish to employ holistic approach in enhancing autonomy, mastery and purpose.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Strategic Leaders
- Department Managers
- Team Leaders
- Human Resources Personnel
- Employees wishing to build work ethic values

Course Outline

Corporate Values & Governance

- Defining Corporate Values
- The Role Values Play in Accountability & Responsibility
- The Benefits to Individual and Organisation Success
- Employing Governance Systems
- Corporate Social Responsibility
- Five Stages of Corporate Ethical Values

Leadership – Building Integrity and Respect

- Leadership Process Model
- Emotions & Emotional Intelligence
- Influence, Authority & Power
- Building Trust Within and Beyond the Team
- Courage & Self-knowledge
- Behaviour, Values and Beliefs

Employee Responsibilities

- Employer Branding
 - Employees First, Customers Second
 - Efficiency & Effectiveness
 - Productivity & Corporate Values
 - Performance & KPI's
 - Responsibility and Trust
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Work Ethics

- How do you Add Value?
- Dealing with Ethical Dilemmas
- Building Trust and Relationships
- Ethics and Leadership
- Guide to Ethical Decision-making
- Reviving Work Ethic

When Things Go Wrong

- Dealing with Difficult People
- Monitoring Performance & KPI's
- Giving & Getting Feedback
- When the Cracks Start to Show
- Making Yourself Heard
- Accepting Responsibility & Accountability



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