

Integrity and Honesty

OLC Course Recommendations

Competency Definition

Behaves in an honest, fair and ethical manner; shows consistency in words and actions; models high standards of ethics.

OLC Component Titles

Corporate Social Responsibility

COURSE TSA-PD-CORPSOCIALRESP-0001

Description: An organization's ethical responsibilities don't end at the door of the factory or office building. Companies are citizens of the communities where they do business. Every organization bears social obligations to the community that provides the environment for the organization's existence and growth. This course explores an organization's ethical responsibilities outside its own walls. The course provides ethical decision makers with a framework for balancing the organization's priorities with the priorities of the constituencies in the outside world. **Duration=3.0**

Ethical Decision Making

COURSE TSA-PD-ETHICDECISIONMKG-0001

Description: What is an ethical decision? Many studies show that businesspeople have an intuitive understanding of right and wrong, but that they find difficulty in explaining their judgments. This course provides the conceptual framework for discussing business ethics and the tool kit for making ethical decisions. **Duration=3.5**

Ethics and Professional Knowledge

COURSE TSA-PD-ETHICSPROFKNOW-0001

Description: What does being ethical mean? How does one make the best ethical choice in a complex project management environment? What are legal requirements, and how can you spot the moment when conflict of interest has occurred? In today's world, project managers must have a clear comprehension of these ethical responsibilities. Project managers must also be aware of their professional duty to contribute to the body of project management knowledge, to pass on that knowledge to others, and to assess and enhance individual competence. This course teaches prospective project managers techniques for making ethical choices; contract elements for legal requirements, and how to manage conflicts of interest. It also suggests ways to share lessons learned, and to enhance personal abilities. **Duration=3.0**

Managerial Business Ethics

COURSE TSA-PD-MNGBUSETHICS-0001

Description: Managers perform a delicate ethical balancing act every day. They must meet their obligations to their employer, comply with laws and regulations, address the needs of subordinates, and obey their own consciences. In this course, managers with decision-making responsibility will explore ethical issues and will acquire specific skills for creating and maintaining an ethical work environment.

Duration=2.5

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Organizational Ethics

COURSE TSA-PD-ORGANIZNLETHICS-0001

Description: An organization's culture evolves from the values of its members. However, organizational culture and ethics are more than the sum of their parts. Organizations develop a self-sustaining and durable system of ethics that exerts a powerful influence on the actions, decisions, and behaviors of all employees. This course gives employees the ability to recognize ethical patterns and practices in an organization, and provides the skills needed to create and audit an organizational code of ethics.

Duration=3.5

Personal Accountability: Working for Your Inner Boss

COURSE TSA-PD-PERSACTBINRBOSS-0001

Description: Most employees in business organizations must answer to someone else. From the top of the organization chart to the bottom, nearly every manager and employee must look to a supervisor, a director, or even a customer to establish priorities, assign tasks, set deadlines, and evaluate results. Whoever gives this direction is called the boss. On one level, the boss decides how employees will perform their jobs. How well an employee meets requirements set by the boss determines whether that employee succeeds or fails, receives rewards or penalties, and earns praise or criticism. On another level however, the judgment of an external boss isn't enough to make a job personally fulfilling and rewarding. That's something all employees of an organization decide for themselves. Everyone who works must also answer to an inner boss, a personal, internal voice that provides guidance on whether a job is worth doing and whether it is done well. Accepting personal accountability for your work means your inner boss sets demanding standards and that you're willing to commit to meeting those standards and answer for the results of your work. In this course, you'll learn how to listen to your own inner boss, how to identify your internal standards, how to create a plan to meet those standards, and how to apply your inner boss's guidance to gain more control over your work, your goals, and your future. **Duration=2.5**