

ETHICS FOR EMPLOYEES

Course duration: ½ day
Fee: Le750,000

Target participants

The *Ethics for Employees* course is designed for all employees and job seekers.

Learning outcomes

Upon completing this course, participants will be better able to:

- Define business ethics
- Determine the difference between a gift/hospitality and a bribe/corrupt act
- Contribute towards creating a system against bribery and corruption within your organisation
- Understand the importance of treating everyone equally
- Describe ethical values for responsible competition and marketing
- Understand the importance of complying with laws, policies and procedures
- Determine company/personal environmental and social responsibilities
- Determine responsibilities to employers

Content

- What is ethics?
- Gifts/hospitality vs Bribery/corruption
- Equality and diversity
- Competing and marketing responsibly
- Compliance with laws, policies and procedures
- Environmental and social responsibility
- Other responsibilities to employers

Methodology

The facilitator introduces each session and encourages participants to engage actively in the learning process. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, videos, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges at work.



Trainer

Edleen Elba, a Chartered Human Resources Analyst with over a decade of Senior Management experience within the Private and Public Sectors is the founder and Managing Director of JobSearch. She is also a Chartered Global Management Accountant, trained in strategic business management, risk management and financial management. Edleen's first job was at McDonald's Restaurants Limited where she worked in Customer Services (one year on the shop floor and four years at the equipment service helpdesk) for five years. The McDonald's brand of Quality, Service, Cleanliness and Value was the foundation on which she built her career. She started her career as an Accountant in 2003 with KPMG, working in the Advisory departments in Sierra Leone and Ghana. During this period, she implemented financial management software for clients, which helped her to learn business processes and organizational structures. She also trained users of the software. In 2005, she created the Human Resources & Risk Management departments at KPMG and managed both for 3 years. She worked at Guaranty Trust Bank (SL) Ltd for a little more than a year as Group Head, Human Resources & Corporate Affairs. She worked at National Power Authority, a public sector organisation for over three (3) years as part of the Executive Management. As the Head of Human Resources, she was responsible for all activities and communication that affected staff during the unbundling of the organisation. For a year and a half, she worked as Training Advisor on a DFID-funded project with Adam Smith International for National Revenue Authority. Over the years, amongst others, she has acquired skills in Strategic Human Resource Management, Strategic Risk Management, Presentation, Software applications, Team Leadership, Effective Communication, Assertiveness, Negotiation and Analytics. Edleen is also a trained IFC Business Edge trainer and is passionate about improving service delivery and reducing the skills gap in Sierra Leone.

Benefits of studying at JobSearch

- Trainers are knowledgeable and are trained to train adults
- Environment conducive to learning
- Special attention throughout the course
- Career advice and counselling

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