



ETHICAL DECISION-MAKING SKILLS

Course No: ETH101

Instructor: Mark S. Putnam, M.Ed.

Description: This is a foundational course that prepares employees for the various ethical dilemmas they face on the job from situational dilemmas to full-blown ethical crises.

Background: This course is a foundational course upon which all other Global Ethics University courses are built. Although it is not required to complete other courses, it is strongly recommended. The course explores the various problems, dilemmas, moral questions, and practical solutions to solve ethical conflicts in any situation or context. The first section provides an introduction to the topic of ethics as well as the sources, causes, and stakeholders. The second section focuses in on developing the individual's moral conscience and creating ethical balance. The third and fourth sections deal with the various kinds of workplace ethical dilemmas and lays out some decision-making models. This course is appropriate for all levels of employees from labor to management. The ethical principles can be relevant to both workplace ethical dilemmas and personal ethical choices as well.

Objectives:

- Understand a working definition of business ethics and apply to everyday situations.
- Know the different kinds of workplace ethical dilemmas and identify their sources.
- Develop a problem-solving approach to ethics problems.
- Understand the role that the conscience plays in human character and moral decision-making.
- Know the keys and principles to become an ethically balanced person.
- Know how to approach and solve a situational ethical dilemma.
- Know how to solve a critical dilemma.
- Learn ethical tests and strategies to help solve problems.
- Understand the different kinds of rationalization that are used to justify bad behavior.
- Learn communication strategies to deal with an ethical crisis.

Required Reading:

"Absolutes and Ethical Relativism in the Workplace" by Mark S. Putnam

"Ethical Balance" by Mark S. Putnam

"The Anatomy of an Ethical Decision" by Mark S. Putnam



Global Ethics University

Course Length: 2 hrs.

Prerequisites: None

Points Possible: 214

Passing Score: 75%

Activities:

Activity: Exploring Your Company's Code of Conduct

Activity: Ethical Tests

Activity: Kinds of Ethical Dilemmas

Activity: Examples of Rationalizations

Activity: Escaping an Ethical Dilemma

Content Tests: These tests contain True/False and multiple choice questions based on the Course Content in this section. Before taking these tests, please watch the videos and download the Section Outline handout.

Ethical Decision-Making Skills 1

Ethical Decision-Making Skills 2

Ethical Decision-Making Skills 3

Ethical Decision-Making Skills 4

Moral Absolutes and Ethical Relativism Quiz

Ethical Balance Quiz

Anatomy of an Ethical Decision Quiz

Scenario Tests: These tests provide scenarios with up to four possible answers. You may receive between 0 and 10 points for each question depending on the appropriateness of your answer. Answers not only require the correct ethical response but also require good judgment, sound reasoning, and a balanced approach to problem solving.

Ethical Decision-Making Skills Scenarios - 1

Ethical Decision-Making Skills Scenarios - 2

Ethical Decision-Making Skills Scenarios - 3

Ethical Decision-Making Skills Scenarios - 4