

# Ethics & Professional Practice

## Professional Seminar

### Seminar Summary

Transcending Business Types and Sizes, Ethical and Professional standards have come to be the most important assets organizations possess. Where there exist harsher economic climates, greater transparency and immovable pursuits of right-doing have become factors that retain or destroy client and employees relationships.

This Professional Seminar has been designed to provide the knowledge required to foster the highest global ideals of responsible, professional decision-making in the minds of participants.

*Availability-*  
By Bookings Only

*Cost-*  
8500TTD (At your location, not exclusive of furnishings)  
11500TTD (At our offices, inclusive of furnishings, seating limited to 20 participants)

### Who should enroll in this Seminar

Suitable participants include;

- General Managers, Directors and Owners of Business Organizations;
- Human Resource Managers and Personnel;
- Account/Client Managers;
- New and existing General staff and Contracted employees;
- Public Relations Officers;
- Customer Service Representatives;
- Sales Agents/Representatives.



## Enrollee Code of Conduct

- Plan to arrive to seminar on time and to stay for the entire session duration, as random arrivals and exits are distracting;
- All cell phones, smartphones, and other electronic devices (e.g., pagers, iPods) must be turned off (or on vibrate) and hidden from view during class time;
- Laptop and tablet computers are allowed for (quiet) note taking only: i.e., other activities such as checking personal e-mail or browsing the Internet are prohibited;
- Disruptive behaviors are not permitted while sessions are in session. Discussion limited to Host interaction when permissible;
- Be polite and respectful towards others, facilitator and other participants;
- It is the participant's responsibility to notify the host in advance of a need for accommodation of a disability;
- Strictly no obscene language;
- Participants are expected to act and dress professionally (Strictly Business Attire).

## Seminar Structure

This Professional Seminar has a duration time of 90-120 minutes segmented into interactive and lectured intervals.

Participation is both mandatory and essential to participants benefiting from the seminar's content

### Seminar Outline

- Five Ethical Standards (RICS)
- Continuing Professional Development
- Health and Safety
- Professional Appearance

Objective- Understand the key aspects of Ethical behavior, Professional Development and Safety Practices

## Completion Achievements

- Two Professional Development Hours
- Certificate of Completion

