



**"Bringing Out the Best in People"**

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**Instructor: UCLA, UC Davis and UCI Extensions**

**Ethics and Legal Compliance**

**Course Menu**

**Ethics in the Workplace (Business Ethics, Ethics for HR Professionals and Ethics in the Technology World)**

Heighten your awareness and understanding of workplace ethical issues and learn how to avoid the slippery slope of an unethical work environment. This course provides a conceptual framework and toolkit with practical information for making ethical and effective business decisions in the workplace. Participants learn when and where ethical issues are most likely to surface and how to maintain their integrity, gain an understanding of the impact of cultural and organizational pressures to conform, explore a variety of ethical decision-making models, evaluate possible courses of action, and respond to challenging situations. Business experience and case studies form the core of this highly interactive course.

**Course Outcomes**

- Identify where and when ethical issues are likely to occur and how to maintain personal integrity
- Analyze ethical issues, develop solutions, evaluate their consequences and decide on a course of action
- Identify the impact of cultural and organizational pressures to conform
- Outline an ethics program for your organization
- Acquire a toolkit with practical information to apply in the workplace

**Conducting Effective Interviews**

The interview is the heart of the hiring and termination process. Our success as managers depends on maximizing the quality of the employees we recruit and minimizing their liabilities. Interviewing skills are an essential part of this role. You learn how to prepare for an interview, the four elements of effective entry and exit interviews, the legal and illegal questions to ask and how to close the interview well.

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**Course Outcomes:**

- How to prepare for the interview
- Conduct an effective and legally compliant interview
- Be mindful of the legal guidelines in the hiring and termination interviews

**Harassment-Free Workplace**

California law requires companies with 50 or more employees to provide supervisors with two hours of sexual-harassment prevention training every two years. Training your supervisors is also an important strategy to reduce liability in sexual-harassment lawsuits and to create a respectful, diverse and productive workplace for all.

**Course Outcomes:**

- Identify the various shades of harassment
- Prevent and handle harassment situations
- Minimize liabilities for you and the company
- Create a respectful, safe and harassment-free workplace

**Risk-Free Terminations**

Terminating employees can be fraught with emotional and legal issues. This course lays out the pre-termination considerations, the preparation for the termination session and the stages that employees go through in the termination process. You learn through case studies and role play how to perform a legally compliant and compassionate termination, minimizing the damage to the departing employee and to the company.

**Course Outcomes:**

- Pre-termination considerations
- Essential termination questions
- Exit interview process
- Legally compliant and cost-effective termination

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