

ETHICS – Good Business Practice

Facilitators Guide

Aim: To help the participants understand that Integrity is at the heart of every growing business and in the conduct of every successful employee.

Objectives : By the end of this session participants will have:-

- Undertaken an analysis of how commitment, honesty and trust will help in developing an effective business.
- How corruption can be erosive in business.

Outline of Session & Suggested Timings (= approx 2 hour)

1. Introduction - 10 mins
2. Integrity in business - a discussion - 20 mins
3. Survey & Discussion on Commitment in Business - 20 mins
4. Survey & Discussion on Honesty in Business - 20 mins
5. Survey & Discussion on Trust (reliability) in Business - 20 mins
6. Survey & Discussion on Corruption in Business - 20 mins
7. *Questions & Feedback -10 mins*

1. Introduction

- A) Welcome Everyone to the Group.
 B) Get people to Introduce them selves

Good Practice Ethics



Slide 2 – Introduction

1. Integrity is at the heart of every growing business and in the conduct of every successful employee. Outline to the participants that this course will outline how commitment, honesty and trust are key building blocks to build an effective business. View your enterprise both as a means of generating income and of serving and helping others
2. Never lose sight of the need for prayer, bible study and worship nor the needs of family and friends
3. Start small – think big!
4. Commit as much time as needed to start up and establish your business– you may need to commit ten hours per day five or even six days per week to building your business for the first two or three years

If you want your business to flourish and grow, build on a foundation of **commitment, honesty, and trust, avoiding any form of corruption.**



Slide 3

Looking at the quotations on Page 1 of Workbook encourage participants to read and discuss how ethics play a part in business – How do the participants react to this ?

What is the right thing to do in Business ?



Slide 4

Commitment – Encourage the participants to complete the survey on page 2 of the workbook.

Discuss how commitment and hard-work is important to business.

COMMITMENT

I Can Do /Can't Do	I can do this very well	Can do this well	Can do this but not very well	Can't Do This
View my trading as both a means of generating income and of serving and helping others				
Give as much time as needed to start and establish my business				
Become an expert in my type of trading				
Build positive relationships				



Slide 5

Honesty - Encourage the participants to complete the survey on page 3 of the workbook.

Discuss how Honesty can help a business to grow.

HONESTY

I Can Do /Can't Do	I can do this very well	Can do this well	Can do this but not very well	Can't Do This
Keep accurate written records of all sales and purchases				
Ensure measures, services and goods sold to customers are correct				
Always tell the truth				
Pay taxes that become due				

AID⁵forTRADE

Slide 6

Trust (Reliability) - Encourage the participants to complete the survey on page 4 of the workbook.

Discuss how Trust can help a business to grow

TRUST (RELIABILITY)

I Can Do /Can't Do	I can do this very well	Can do this well	Can do this but not very well	Can't Do This
When I tell anyone I will do something - I will make sure I will do it and never promise what I cannot deliver!				
If I have an appointment to meet anyone - I will be there at the agreed time!				
Treat everyone with respect				
Make sure that all phone calls, letters and messages are replied to as soon as possible.				

AID⁵forTRADE

Slide 7

Get a discussion going about how corruption can undermine a business
 Do any of the participants have any experience of how corruption has damaged business?

Definition - Corruption, most often occurs as bribery and is defined as the deliberate misuse of money or resources for personal gain.



Slide 8 .

Avoiding Corruption - Encourage the participants to complete the survey on page 6 of the workbook.

Further Examples to think about

- Make sure all your business dealings are open to scrutiny and honest
- Resist any corrupt practices. Do not pay or accept bribes of any sort even if they would benefit your business, your personal income or your status. Avoid giving gifts or lavish entertaining.
- Any money borrowed or are given to help your business may only ever be used for that purpose, unless a change of use is agreed with the person who has provided the money, before any change in use is made

ANTI-CORRUPTION (INTEGRITY)

I Can /Can't Avoid Corruption	I can do this very well	Can do this well	Can do this but not very well	Can't Do This
Do not pay or accept bribes of any sort even if they would benefit your business, your personal income or your status				
Any money borrowed or given to help my business may only ever be used for that purpose, unless a change of use is first agreed with the person who has provided the money				
Keep personal and business expenses separate. Pay yourself a salary - when you can afford to and keep records. Don't take or borrow money from your business				

AID⁵forTRADE

Show Slide 5 - Conclusion and Feedback

Consider what you have done – Have you met the AIMS of the course?

Open the group to ask questions and provide feedback

Was the information useful and at the right level

Thank everybody for coming – Encourage the group to network and share contact numbers or emails (if appropriate) and to keep in touch.

