<center>**Course Title: Introduction to Work Ethics**</center>

Course Description:

This course provides an overview of work ethics, focusing on the principles and values essential for success in the workplace. Students will explore ethical dilemmas, develop critical thinking skills, and learn practical strategies for ethical decision-making.

Unit 1: Understanding Work Ethics

(a)Introduction to Work Ethics

(Definition and importance of Work Ethics)

(b) Key Principles of Work Ethics

(Integrity, responsibility, respect)

(c) Ethical Decision Making

(Steps in ethical decision-making)

Unit 2: Ethics in the Workplace

(a)Professional conduct

(Workplace etiquette and professionalism)

(b) Workplace Relationships

 (Communication, teamwork, and conflict resolution)

 (c) Diversity and Inclusion

(Respect for differences and promoting inclusivity)

Unit 3: Applying Work Ethics

(a)Ethical Leadership

(Qualities of Ethical leaders)

(b) Ethical Challenges

  (Handling ethical dilemmas in real-life scenarios)

(c) Personal Ethics and Career Development

(Aligning personal values with career goals)

Suggested books:

1. *Ethics 101: What Every Leader Needs To Know* by John C. Maxwell

2. *The Power of Ethical Management* by Kenneth H. Blanchard and Norman Vincent Peale

3. *Ethical Leadership and Decision Making in Education: Applying Theoretical Perspectives to Complex Dilemmas* by Joan Poliner Shapiro and Jacqueline A. Stefkovich

4. *The Power of Integrity: Building a Life Without Compromise* by John G. Blumberg

5. *Ethical Intelligence: Five Principles for Untangling Your Toughest Problems at Work and Beyond* by Bruce Weinstein

6. *The Power of Habit: Why We Do What We Do in Life and Business* by Charles Duhigg

7. *Leaders Eat Last: Why Some Teams Pull Together and Others Don't* by Simon Sinek

8. *The Art of Choosing* by Sheena Iyengar

9. *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change* by Stephen R. Covey

10. *Drive: The Surprising Truth About What Motivates Us* by Daniel H. Pink

11. *The Ethical Workplace: A Case Study Approach* by John C. Knapp

12. *A Theory of Human Action* by Alvin I. Goldman.