

## REGISTRATION INFORMATION

**Location:** This workshop will be held at the Renaissance Stapleton Plaza, 3801 Quebec Street, Denver, Colorado 80207. Parking is available on-site. A map with directions will accompany registration confirmation.

**Tuition:** An early bird tuition rate of \$129.00 applies to single registration if payment is received by January 18, 2004. After this date, the regular single tuition rate of \$149.00 will apply. A multiple registration discount is available and offered at \$110.00 per person for groups of five or more- *this is over 25% off of the regular tuition rate!* You must register together in order to receive this discount. Please contact CPD with any additional questions. Tuition includes a copy of Nan DeMars' book, *You Want Me To Do What? When, Where and How to Draw the Line at Work* (1998 Simon and Schuster), conference materials and refreshments.

**Cancellation Policy:** Tuition is refundable (less a \$20.00 handling fee) only if registration is cancelled in writing ten business days prior to the beginning of the conference (by January 18, 2004). Registration is transferable to a substitute participant should scheduling conflicts arise; advanced registration is required. CPD reserves the right to cancel any scheduled program due to low advance registration. CPD's liability is limited to a refund of any pre-paid program tuition.

## DISCLOSURE POLICY

It is the policy of the Center of Professional Development, Inc to ensure balance, independence, objectivity and scientific rigor in all its sponsored educational activities. All faculty participating in sponsored programs are expected to disclose to the program audience any real or apparent conflict(s) of interest related to the content of their presentation. Disclosure information will also be provided in writing in program syllabus distributed at conference.

PROFESSIONAL DEVELOPMENT, INC



CENTER FOR

9360 Ensign Avenue South, Bloomington, Minnesota 55438-1455

Attention Human Resources  
Professionals, Managers,  
Supervisors, Professional  
Support Staff, Executives &  
Administrators:  
Don't miss this important  
Ethics Workshop, a crucial  
topic for every business!

# ETHICS IN THE WORKPLACE

More Important Today Than Ever!

*How to Safeguard Your Company,  
Your Boss & Yourself*

FEATURING  
**NAN DEMARS, CPS,**  
INTERNATIONALLY RENOWNED WORKPLACE  
ETHICS SEMINAR LEADER, AUTHOR,  
COLUMNIST AND TALK  
SHOW GUEST.

### WORKSHOP DATE & TIMES:

January 28, 2004  
9:00 a.m. - 12:00 Noon - **OR** - 1:00 p.m. - 4:00 p.m.

### WORKSHOP LOCATION:

Renaissance Stapleton Plaza  
3801 Quebec Street  
Denver, Colorado 80207

### PRESENTED BY:

CENTER FOR



PROFESSIONAL DEVELOPMENT, INC

Every one of us is faced with ethical decisions daily and the subject of ethics in the workplace is rapidly becoming a hot topic in America. Undoubtedly, this will soon be required education in every business and healthcare setting. This interactive and enjoyable workshop is designed to provide a practical guide to identifying and handling some of the most common ethical dilemmas.

Best selling author Nan DeMars will teach you how to see the "Big Picture" and how to take responsibility for your decisions and pride in your accomplishments. You will learn how to earn the respect and trust of your supervisor and colleagues as well as how to understand the boundaries that all of us need to be aware of in order to create a healthy, thriving and productive workplace.

### WORKSHOP HIGHLIGHTS

Through real examples and interactive case studies and discussion, you will examine:

- **When a decision becomes a dilemma**
- **Personal ethics audit**
- **Proving yourself worthy of trust**
- **Harassment issues**
- **Your ethical priority compass**
- **Guidelines for ethical situations**
- **The dilemmas of office politics**
- **Results of national ethics surveys**
- **Myths about how we behave**
- **Email and internet boundaries**
- **Office romance boundaries**
- **The accountability factor**
- **The importance of confidentiality**

HONESTY

Integrity

HONOR

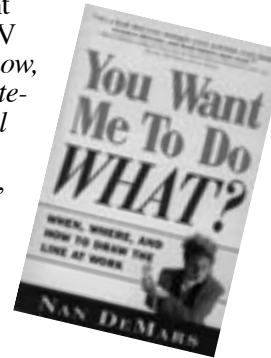
### ABOUT THE SPEAKER



**Nan DeMars, CPS**, is an internationally recognized Office Ethics Seminar Leader, keynote speaker, author, columnist and media talk-show guest. Her popular, interactive Ethics Workshops have trained over 100,000 office professionals. She is the author of the book *You Want Me To Do WHAT? When, Where and How to Draw the Line at Work* (1998 Simon and Schuster).

Nan is President of Executary Services, a Minneapolis based consulting firm providing office ethics seminars, consulting and placement services for the administrative professional. She is the Office Ethics columnist for *OfficePro Magazine*, the *Bureau of Business Practice* and Dartnell's *Nine to Five* publications.

In addition to being (CBS affiliate) WCCO Radio's "Ethicist" expert, Nan is a frequent guest on both US and Canadian TV and radio, including *The Today Show*, *Good Morning America*, *NBC Dateline*, *CNBC*, *MSNBC* and *National Public Radio*. She is continually featured and quoted in periodicals, including the *Wall Street Journal*, *USA Today*, *US News & World Report*, *The New York Times*, *Washington Post* and *Business Week*.



### ABOUT CPD

Bloomington, Minnesota-based Center for Professional Development, Inc (CPD) is a source of continuing education for healthcare/wellness, business and industry. Our purpose is to provide quality and resourceful lifelong learning activities in collaboration with professional, industry and community organizations, utilizing a vast array of innovative learning mediums.

For additional information about this workshop or other programs offered by CPD, please call 952-345-8800 or 877-587-6549 or email us at [cpd@msbcollege.edu](mailto:cpd@msbcollege.edu). You can also view our website at [www.cpded.com](http://www.cpded.com).

### REGISTRATION FORM

To register, please complete and return this form. If you have any questions, call the Center For Professional Development, Inc at 952-345-8800 or 1-877-587-6549, or email us at [cpd@msbcollege.edu](mailto:cpd@msbcollege.edu).

**ETHICS IN THE WORKPLACE**  
**JANUARY 28, 2004**

**Please Choose Time Preference:**

- 9:00 a.m. - 12:00 Noon  
 1:00 p.m. - 4:00 p.m.

Name: \_\_\_\_\_  
Professional Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Employer: \_\_\_\_\_

Tuition:

- My check is enclosed (Please make payable to Center for Professional Development, Inc)  
 Please charge my credit card \$ \_\_\_\_\_

- Visa     MasterCard     Discover     AMEX

Credit Card # \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Office use only-Authorization Code: \_\_\_\_\_

How did you hear about this course?

Brochure \_\_\_\_\_ Journal Advertising \_\_\_\_\_ Referral \_\_\_\_\_  
Other \_\_\_\_\_

- I am not able to attend this course, but please keep my name on your mailing list for future offerings.**  
(Complete name and mailing information and return to the address below)

**Please indicate any special needs:** \_\_\_\_\_

The sponsors of this program are fully committed to accommodating the special needs of participants and will do everything possible to do so for requests submitted by January 18, 2004. However, accommodation of special needs requested after that date can not be guaranteed.

**To protect confidential information, place in an envelope and return to:**  
**Center For Professional Development, Inc**  
9360 Ensign Avenue South  
Bloomington, MN 55438  
Phone: 952-345-8800  
Fax: 952-345-8877