ETHICS IN THE WORKPLACE -  
More Important Than Ever Today!

Ethics can be fun!

Have you ever wondered what to do when faced with an ethical dilemma in the workplace? Attend this enjoyable and interactive workshop to find out the answers!

A couple testimonials:

“Nan – I can’t begin to tell you how much I enjoyed your Ethics Workshop! Your topics are awesome and you definitely captured your audience attention. This is by far the best seminar I’ve ever attended.”
Carma P. Lynch  
Administrative Associate  
PFIZER, Ann Arbor, MI

“How DO you do it? How do you take a topic like ethics, give it life, make it interesting and draw everybody into it? We have had many presentations on ethics; but, this is the first one I think really got through to everybody.”
William M. Slininger  
Director of Training  
USDA Rural Development, St. Paul, MN

ALL administrative professionals, by virtue of their responsibilities, find themselves from time to time in the ethical crossfire of business activities. Popular Office Ethics trainer and best-selling author, Nan DeMars, will provide you with a practical guide to identifying and handling some of these most common ethical dilemmas – and you’ll have fun besides!

MAIN THEMES ARE:

The New Accountability in the Workplace Today  
The Importance of Integrity/Respect  
The Significance of Confidentiality

Through reality-based examples and case study discussions, you will recognize your new role in today’s world of accountability and gain new tools to take responsibility for your decisions and pride in your accomplishments.

The following topics will be addressed:

In General:

- The new “Accountability” today  
- Myth Busting  
- Judgment calls about  
- The significance  
- “doing the right thing”  
- of confidentiality  
- Trust and integrity issues  
- Safeguarding security

Specifically:

- The “It depends” theory  
- Limits of Loyalty  
- Your Ethical Priority Compass®  
- Moral versus ethical  
- Ethics Audits®  
- dilemmas  
- Internet/e-mail safety  
- Communication tools  
- Workplace romance  
- Harassment issues  
- Confidentiality and information  
- sharing challenges

Each participant will receive a copy of Nan DeMars’s popular book:
You Want Me To Do What? – When/Where & How to Draw the Line at Work (Simon & Schuster).
About the Speaker:

Nan DeMars CPS is an internationally-recognized Office Ethics seminar leader, keynote speaker, author, columnist, media talk-show guest and trainer of over 100,000 office professionals.

A past International President of IAAP (International Association of Administrative Professionals) and a graduate of the University of Minnesota with a BA degree in Business Administration, 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 several periodicals (and often referred to as ‘Nan Landers’).

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, and is continually quoted in periodicals, including The Wall Street Journal, USA Today, US News & World Report, The New York Times, The Washington Post and Business Week. She also serves as (CBS affiliate) WCCO Radio’s “Ethicist”.