



**ORGANISATIONS**  
INTO Learning Workplaces

**TOWARDS A HOLISTIC TRANSFORMATION OF  
ORGANISATIONS INTO LEARNING WORKPLACES**

**Work Package: 6**

**Work Package Title:** Development of Employees: Positive Attitude towards Learning Workplaces and Transversal Skills Training

**Activity Title:** 6.5 Design of the Training Curriculum “6 Top Transversal Skills for Employees” – Module 4

**Coordinator:**

**MMC** Mediterranean  
Management Centre

**Partners:**



CYPRUS  
CHAMBER OF  
COMMERCE AND  
INDUSTRY



**Cámara**  
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Ασsoçiation des Employeurs  
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## Curriculum of the Workshop:

# “6 Top Transversal Skills for Employees

### Module 4: Responsibility and Ethical Practice

#### 1. Aim

Responsibility in a workplace is a core ingredient for success. Employees need to be aware of what is expected of them in order to be more confident and productive, as well as accountable for their actions. Having a strong sense of responsibility and holding oneself accountable are key indicators of good work ethics. An ethical workplace promotes also green practice as one of the ethical frameworks that assures that employees take responsibility for their actions. Therefore, the aim of this workshop is to provide training to employees to practice responsibility and value ethical and green practice in the workplace.

#### 2. Learning Outcomes

After the completion of the workshop, the participants will be in a position to:

##### In terms of knowledge

- Define responsibility
- List the benefits of demonstrating responsibility and the consequences of irresponsible behaviour at work
- Explain ethics and ethical practice (K) Relate ethical practice with work tasks
- Describe green philosophy

##### In terms of skills

- Perform tasks according to organisational procedures, rules, and expectations
- Identify own responsibilities, rights, and limits
- Recognise workplace harassment as a violation of work ethics
- Demonstrate ethical practice (obeying organisation's rules, communicating effectively, taking responsibility, being accountable, showing professionalism, trust, and mutual respect)
- Apply ethical reflection and ethical principles in decision- making

- Implement an environmentally-friendly behaviour in the workplace through green practice

**In terms of attitudes**

- Value ethical and green practice

### 3. Duration

**Module 4 – Responsibility and Ethical Practice: 5 hours.**

### 4. Training Method

- Classroom Learning
- Synchronous Electronic Learning
- Asynchronous Electronic Learning
- Blended Learning

### 5. Topics

#### **Introduction to the Workshop**

- Ice-breaking Activity
- Introductions
- Introduction to the Project
- Rules
- Aim and Objectives
- Structure

#### **Module 4: Responsibility and Ethical Practice (5h)**

- Energiser: The Name Game (10')
- Section 1 – Responsibility at Work (90')

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**Work Package [6] [Development of Employees: Positive Attitude towards Learning Workplaces and Transversal Skills' Training, Design of the Training Curriculum "6 Top Transversal Skills for Employees" – Module 4]**

- Definition of Responsibility
  - Types of Responsibility
  - Another Categorisation: Levels of Responsibility – The Pyramid of Corporate Social Responsibility
- Responsibility at Work
  - Sense of Responsibility at Work
  - Elements of Responsibility at Work
  - Activity: Video – ‘*Responsibility v Accountability at Work*’
  - Activity: ‘*What Proves a High Level of Responsibility at Work?*’
  - Enhancement of Responsibility at Work
  - Benefits of Responsibility at Work – For Employees and Employers
- Responsibility and Rights
- Responsibility, Professionalism, and Ethics
- **Section 2 – Work Ethics (100’)**
  - Morality, Ethic(s)
  - Work Ethics
    - Elements of Work Ethics
    - Lack of Work Ethics – By Employees and Employers
    - Workplace Discrimination
      - Types of Workplace Discrimination
      - Workplace Harassment
    - Consolidation of Work Ethics
      - How is an Ethical Workplace Created?
      - Code of Ethics and Code of Conduct
  - Ethical Dilemmas at Work
    - Activity: Video – ‘*Business Ethical Dilemmas and Stakeholders*’
  - Ethical Reflection in Decision-making
    - Activity: Case Studies (Videos) *on Ethical Reflection in Decision-making*
- **Section 3 – Green Practice at Work (90’)**
  - Environmental and Green Philosophy
  - Ecology and International Community
    - Promotion of Environmental Protection
  - Green Practices in the Workplace
    - Activity: *Green Practices in the Workplace: What to Adopt and What to Avoid?*
    - Examples
  - Sustainable Development
  - Ecology and Workplace Benefits

- **Revision (10')**
  - Revision Questions
    - Questions and Answers

## Evaluation of the Workshop

## Closure of the Workshop

## 6. Training Techniques

### Module 4: Responsibility and Ethical Practice (5h)

#### Section 1 – Responsibility at Work (90')

Topics	Estimated Duration	Training Technique	Tools and Material
<b>Definition of Responsibility</b> <ul style="list-style-type: none"> <li>- <b>Types of Responsibility</b></li> <li>- <b>Another Categorisation: Levels of Responsibility</b></li> <li>- <b>The Pyramid of Corporate Social Responsibility</b></li> </ul>	25'	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> <li>- Individual activity with the use of PPT presentation</li> <li>- Discussion with the use of PPT presentation</li> </ul>	- PPT presentation
<b>Responsibility at Work</b> <ul style="list-style-type: none"> <li>- <b>Sense of Responsibility at Work</b></li> <li>- <b>Elements of Responsibility at Work</b></li> </ul>	45'	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> <li>- YouTube video</li> </ul>

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**Work Package [6] [Development of Employees: Positive Attitude towards Learning Workplaces and Transversal Skills' Training, Design of the Training Curriculum "6 Top Transversal Skills for Employees" – Module 4]**

<ul style="list-style-type: none"> <li>- <b>Responsibility v Accountability at Work</b></li> <li>- <b>Enhancement of Responsibility at Work</b></li> <li>- <b>Benefits of Responsibility at Work</b></li> </ul>		<ul style="list-style-type: none"> <li>- Discussion with the use of PPT presentation</li> <li>- Video display</li> <li>- Group activity (Questions and Answers) with the use of PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- Paper Sheets/Word documents</li> <li>- Pens</li> </ul>
<b>Responsibility and Rights</b>	15'	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> <li>- Individual activity with the use of the PPT presentation</li> <li>- Discussion with the use of the PPT presentation</li> </ul>	- PPT presentation
<b>Responsibility, Professionalism, and Ethics</b>	5'	- Lecture with the use of the PPT presentation	- PPT presentation

## Section 2 – Work Ethics (100')

Topics	Estimated Duration	Training Technique	Tools and Material
<b>Morality, Ethic(s)</b>	15'	- Individual activity with the use of PPT presentation	- PPT presentation

		<ul style="list-style-type: none"> <li>- Discussion with the use of PPT presentation</li> <li>- Lecture with the use of the PPT presentation</li> </ul>	
<b>Work Ethics</b> <ul style="list-style-type: none"> <li>- Elements of Work Ethics</li> <li>- Lack of Work Ethics – By Employees and Employers</li> <li>- Workplace Discrimination</li> <li>- Consolidation of Work Ethics</li> </ul>	30'	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> </ul>
<b>Ethical Dilemmas at Work</b>	20'	<ul style="list-style-type: none"> <li>- Video display</li> <li>- Discussion</li> </ul>	<ul style="list-style-type: none"> <li>- YouTube video</li> </ul>
<b>Ethical Principles and Reflection in Decision-making</b>	35'	<ul style="list-style-type: none"> <li>- Case Studies on ethical principles in reflection in decision-making</li> <li>- Discussion</li> </ul>	<ul style="list-style-type: none"> <li>- YouTube videos</li> </ul>

### Section 3 – Green Practice at Work (90')

Topics	Estimated Duration	Training Technique	Tools and Material
<b>Environmental and Green Philosophy</b>	5'	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> </ul>



<p><b>Ecology and International Community</b></p> <ul style="list-style-type: none"> <li>- <b>Promotion of Environmental Protection</b></li> </ul>	<p>10'</p>	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> <li>- Discussion with the use of the PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> </ul>
<p><b>Green Practices in the Workplace</b></p> <ul style="list-style-type: none"> <li>- <b>Examples</b></li> </ul>	<p>40'</p>	<ul style="list-style-type: none"> <li>- Group activity with the use of PPT presentation</li> <li>- Discussion with the use of the PPT presentation</li> <li>- Lecture with the use of the PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> <li>- Worksheets</li> <li>- Flip Chart paper</li> <li>- Pens</li> <li>- Markers</li> </ul>
<p><b>Sustainable Development</b></p>	<p>5'</p>	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> </ul>
<p><b>Ecology and Workplace Benefits</b></p>	<p>30'</p>	<ul style="list-style-type: none"> <li>- Individual activity with the use of PPT presentation</li> <li>- Discussion with the use of PPT presentation</li> <li>- Lecture with the use of the PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> </ul>

**Revision (10')**

Topics	Estimated Duration	Training Technique	Tools and Material
Revision Questions	10'	- Questions and Answers with the use of the PPT presentation	- PPT presentation

### 7. Evaluation of the Workshop (All Modules)

The quality of the workshop will be assessed by collecting and analysing feedback from both the participants and the trainers.

The evaluation results will be collected through questionnaires which will cover different aspects of the action, such as the organisation of the workshop, the content and material of the workshop, and the attitude of attendees towards Learning Workplaces.

The questionnaires will be distributed to the participants and trainers either in online or in printed form.

Two types of reports will be produced from the information collected:

- Evaluation reports at partner country level, including also the results of the attitude tests.
- One report including aggregate data from the evaluation and the attitude tests from all the partner countries as well as recommendations for changing the attitude of employers towards Learning Workplaces deriving from the data collected from all the partner countries.