

CHOICES: Ethics for the Workplace

CHOICES: Ethics for the Workplace provides a complete diagnostic and intervention system for building personal values, behaviours and attitudes that match employers' requirements when used with the *Employee Reliability Inventory (ERI®)*. (See www.eri.com.) The content of the training series is based on data analysis of successful strategies identified through observation and interviews with competent workers from a wide spectrum of entry-level jobs. Successful completion of ***CHOICES: Ethics for the Workplace*** should enable individuals to *get* and *keep* jobs because they will be able to *choose* their work behaviour responses on an informed, strategic basis.

It is recommended that all individuals preparing to *get* and *keep* jobs complete the ***1st Choices*** ten to sixteen hour personal choices module and the ***Self Esteem*** three hour (average) module. In these two modules, learners explore, carefully define and develop strategies for personal choices related to values, goals, reactions to their workplace environment and interaction with others. For those learners whose ERI® assessment results have identified potential problem areas, in terms of *specific job keeping skills* ***CHOICES: Ethics for the Workplace*** also offers individual modules (two to four hours each) specific to each of the work behaviour skills assessed by the ERI®. These can be used as sequential parts of ***1st Choices*** or as stand-alone modules for specific targeted intervention. The series encourages a menu-driven response related to outcomes of ERI® assessment. ERI® scale-specific modules include:

- ✓ Freedom from Work-Disruptive Behaviour
- ✓ Courtesy
- ✓ Emotional Maturity
- ✓ Conscientiousness
- ✓ Trustworthiness
- ✓ Long Term Job Commitment and
- ✓ Safe Job Performance

This series does not try to build or change value systems. Rather, its premise is that an acceptable starting point is whatever the learner believes. However, instruction builds awareness that employers also have belief systems with which participants must become comfortable and to which they must adapt in order to become economically independent - that is, keep a job. All case studies and practice scenarios use workplace situations across a variety of entry-level jobs. Since customer service is a requirement of more than 80% of all jobs, it is a common theme across all instruction.

CHOICES: Ethics for the Workplace is targeted to job seekers and holders at all levels including:

- ✓ entry-level,
- ✓ long term unemployed,
- ✓ pre-employment training,
- ✓ apprenticeships/traineeships,
- ✓ school-to-work and
- ✓ structured work based learning as well as
- ✓ vocational learning academic programs (secondary and tertiary levels).

The training series is written at a 6th to 8th grade level and designed to facilitate self-discovery. The format is participatory and used applied skills in workplace context(s) to work toward improved self-esteem, positive attitudes, recognition of choices and self-actualisation.

The series is available in workbook format that can be facilitated for group interaction or used for self-paced study. Pre and post-tests can evaluate content mastery as it relates to work readiness. A trainer's manual guides facilitated learning. Material fees are competitively priced.

The series has been designed to teach and enhance *job keeping skills* for participants in all training or pre-employment programs as well as those currently holding jobs. Use of the **CHOICES** series can help build more credible relationships with employers and build a workforce whose behaviours and values match those required by employers.

