

## CHOICES: Ethics for the Workplace ©

### What is it?

"*Choices*" is a work ethics course based on employer-identified needs for values and work ethics. "*Choices*" teaches trainees to think about their values/work ethics and to act based on informed decisions to reflect the values/ethics of their employer.

The course is made up of the following:

- **1<sup>st</sup> Choices** - series overview with instruction in personal values, behaviour styles, attitudes, motivation, goal setting, change, stress, attentiveness, customer service, negotiation skills and innovative thinking
- **Eight individual modules** - Choices for:
  - 1) Freedom from Work-Disruptive Behaviour; 2) Courtesy; 3) Emotional Maturity; 4) Conscientiousness;
  - 5) Trustworthiness; 6) Long Term Job Commitment; 7) Safety and 8) You Have the Right To Make Choices (Self Esteem).

### Who Is It For?

- Incumbent Workers
- Young Adults
- Older Workers
- Job Applicants
- Structured workplace learning students
- Disadvantaged/Welfare clients
- Distressed workers
- Re-entrants to job market
- People new to the country
- Any person who reads at least 6<sup>th</sup> grade level

### How Do I Know It Works?

- The course is based on employer research on what it takes to keep a job.
- Trainees report they now know what they "did wrong" in previous jobs.
- Trainees eagerly participate. They come back to share "what worked".

### How is it Delivered?

- A qualified trainer/instructor may deliver from the Instructor's Guide, after a 10 hour Trainer Training course.
- Trainees may take the modules as self-paced training.
- Crossbow Consultancy has certified *CHOICES* trainers or can train the trainers.

### How Long Does It Take?

- Whole Series: 26 to 48 hours (a combination of self-paced and classroom can reduce time)
- 1<sup>st</sup> Choices: 10 to 16 hours
- Each Module: 2 to 4 hours

### How Much Does It Cost?

- Participant Manual \$195 each
  - Instructor Guide (per Trainer) \$420 each
  - Instructor Lead Training (Crossbow) \$6000 per course (min 5 - max 15)
  - Training the Trainer (10 hours) \$700 per person (includes Instructor Guide and Manual)
- Note:** Modules may be ordered separately at \$25 each. 1<sup>st</sup> Choices is \$85. Quantity prices are available.

### Where Do I Get It?

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