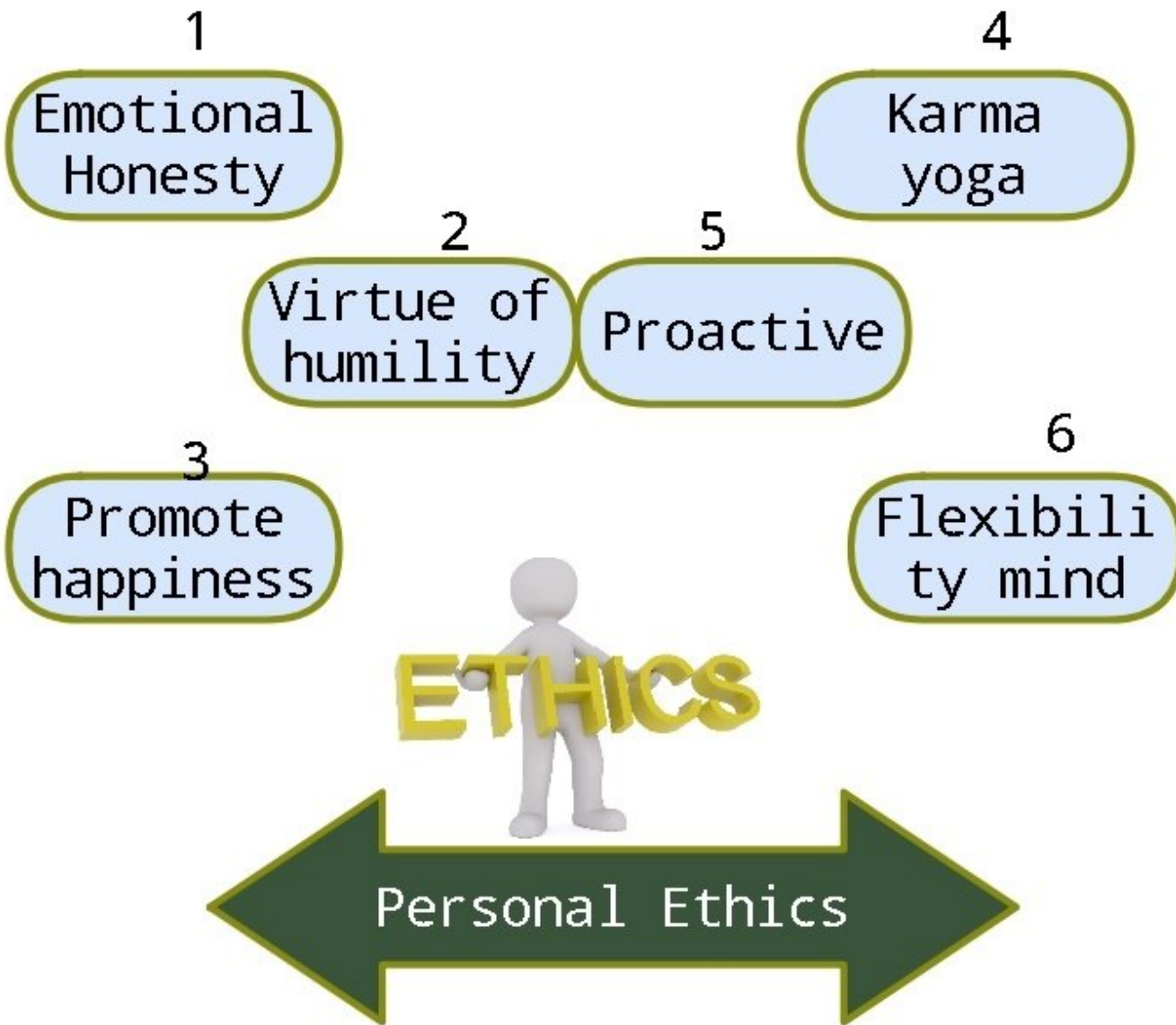




UNIT 1

*personal and
professional ethics*

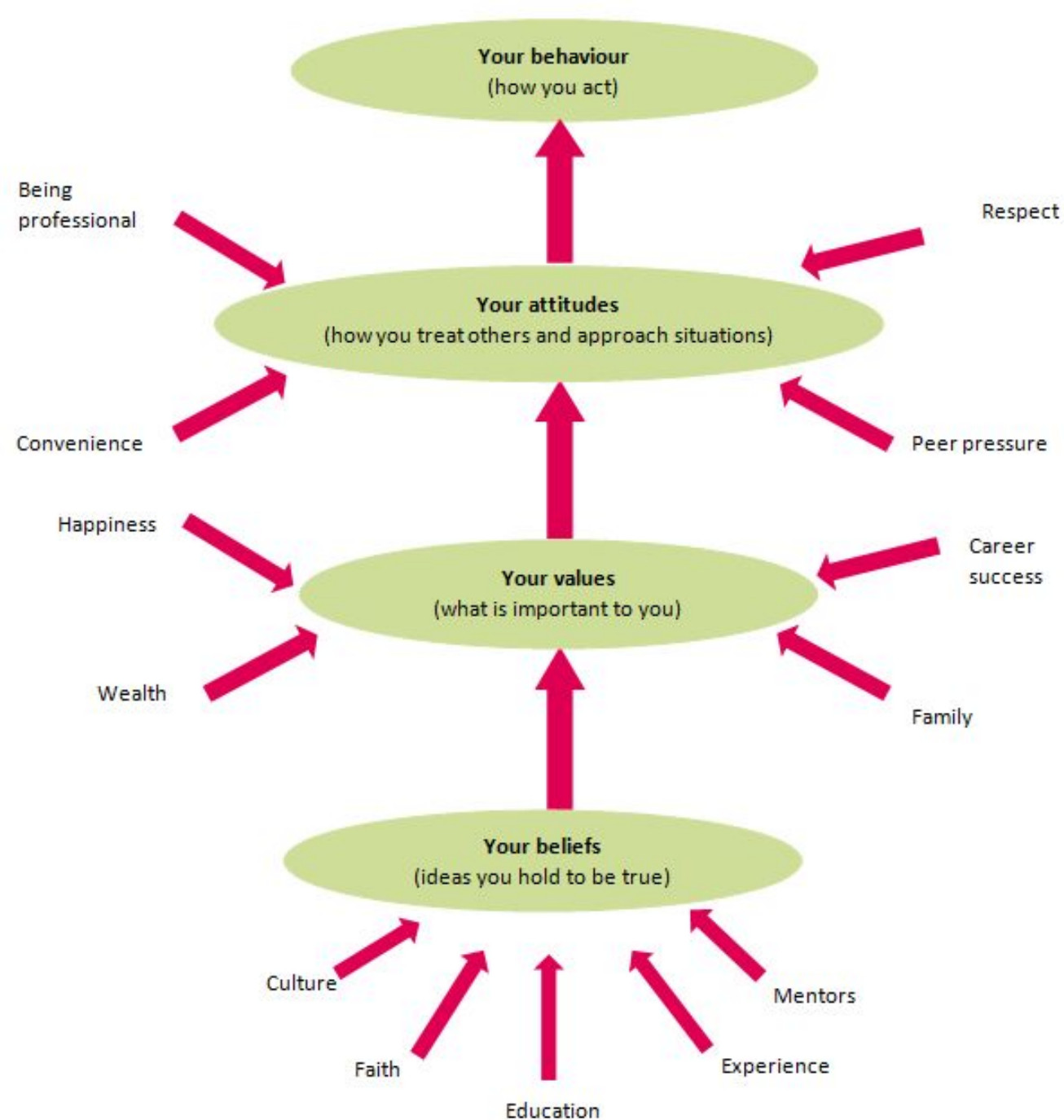


Personal Ethics

- *Personal ethics are moral guidelines that can help you through tough situations and make the best decisions.*
- *They relate to your deep-rooted principles, and how religiously you follow them determines the kind of person you are.*

Benefits

- *Help you understand your priorities*
- *Make decisions easier*
- *Improve goal-setting*
- *Refine your leadership style*



Examples

1. *I will always speak the truth.*
2. *I will respect all those who are elder to me.*
3. *I will never hurt anyone purposely.*
4. *I will maintain a caring attitude towards everyone.*



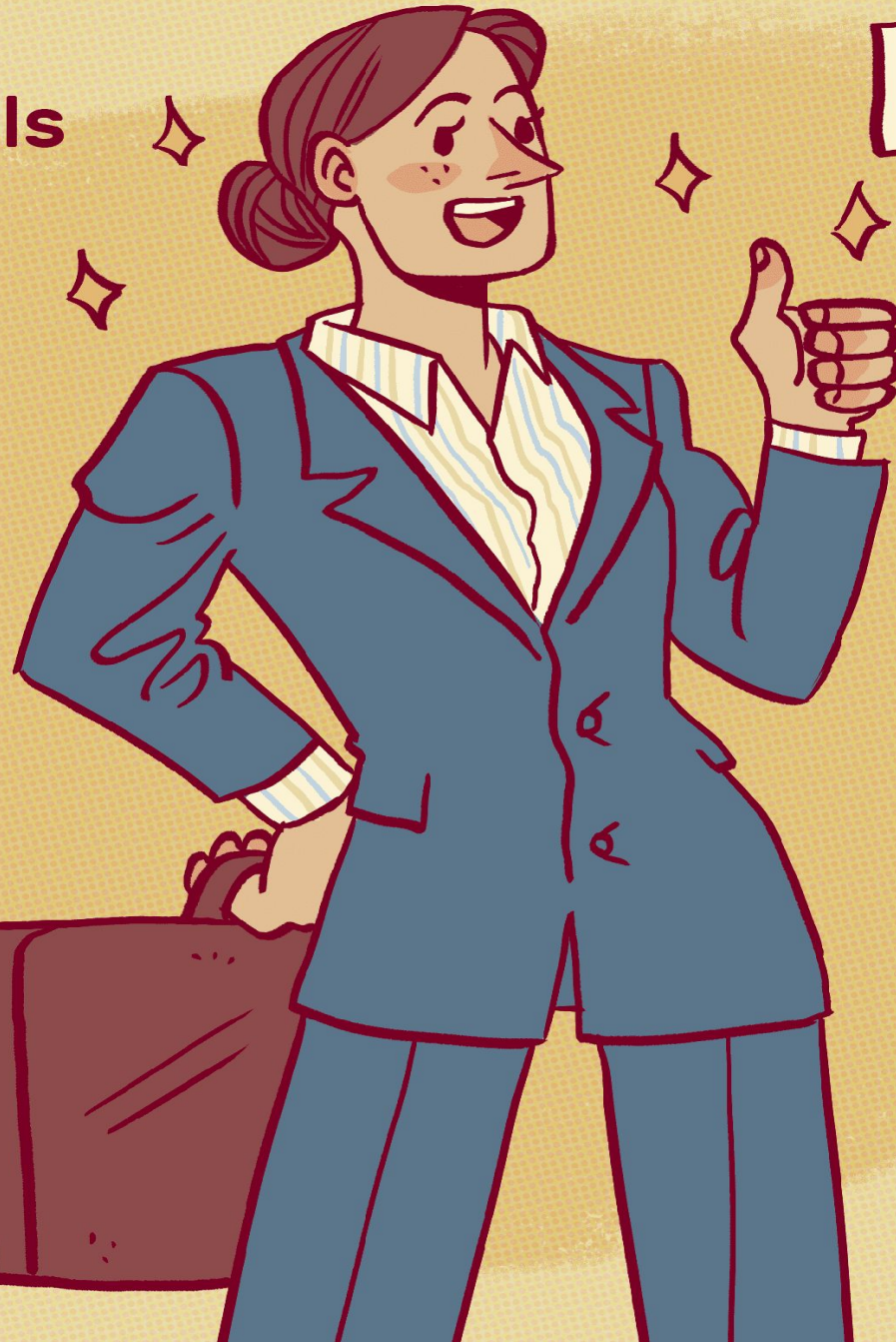
Professional Ethics

- Professional ethics are codes of conduct or certain standards that people set in a specific profession.

Provide Benefits To:

- *The public, as they build confidence in the profession's trustworthiness.*
- *Clients, as they provide greater transparency and certainty about how their affairs will be handled.*
- *Members of the profession for making acceptable decisions in what may be 'grey areas'*
- *The profession as a whole, as they provide a common understanding of acceptable practice which allows for fairer disciplinary procedures*
- *Others dealing with the profession, as the profession will be seen as more reliable and easier to deal with.*

Essential Professional Skills



Communication

Public speaking

Time management

Flexibility

Leadership

Teamwork

Personal skills

“ You cannot change your
future, but you can change
your habits, and surely your
habits will change your
future.”

—A.P.J. Abdul Kalam

