**Human Values & Professional Ethics**

**Unit-2**

**(A). Personal development** covers activities that improve awareness and identity, **develop** talents and potential, build human capital and facilitate employability, enhance the quality of life and contribute to the realization of dreams and aspirations. Personal development is a lifelong process. It is a way for people to assess their skills and qualities, consider their aims in life and set goals in order to realise and maximise their potential.  
  
There are a number of steps to take in managing your personal development.

**1. Developing a Personal Vision**

Personal development can simply be for fun. Most of us, however, find it easier to motivate ourselves to learn and improve if we have a purpose in doing so. Developing your personal vision - a clear idea of where you want to be in a few months or years, and why - is a crucial part of developing this purpose.

**2. Planning Your Personal Development**

Once you are clear about where you want to be, you can start planning how to get there. Drawing up a personal development plan is not essential, but it does make the planning process more realistic..

**3. Starting the Improvement Process**

There are a number of different ways in which you can learn and develop.

**4. Recording Your Personal Development**

It is often a good idea to keep a record of your personal development. By writing down key developments in your learning and development as and when they occur, you will be able to reflect on your successes at a later date.

This reflection may well help to motivate you to learn more skills in the future. Try keeping a learning log or journal as you develop your skills and knowledge.

**5. Reviewing and Revising Personal Development Plans**

For more effective learning, it is important to reflect on your experience, and consider what you have learnt from it. Regularreview of your personal development plans, and your development activities, will ensure that you learn from what you have done. It will also ensure that your activities continue to move you towards your goals, and that your goals or vision remain relevant to you.

**Accountability & Responsibility**:

* The obligation of an individual or organization to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property
* Example: Workers continued to show up late, take long breaks, and surf the internet during work hours because there was no accountability from management.
* In [ethics](https://en.wikipedia.org/wiki/Ethics) and [governance](https://en.wikipedia.org/wiki/Governance), accountability is answerability, [blameworthiness](https://en.wikipedia.org/wiki/Blameworthiness), [liability](https://en.wikipedia.org/wiki/Legal_liability), and the expectation of account-giving.
* It is an aspect of [governance](https://en.wikipedia.org/wiki/Governance), it has been central to discussions related to problems in the [public sector](https://en.wikipedia.org/wiki/Public_sector), [nonprofit](https://en.wikipedia.org/wiki/Nonprofit) and private ([corporate](https://en.wikipedia.org/wiki/Corporate)) and individual contexts. In leadership roles,[[2]](https://en.wikipedia.org/wiki/Accountability#cite_note-2) accountability is the acknowledgment and assumption of responsibility for actions, [products](https://en.wikipedia.org/wiki/Product_%28business%29), decisions, and policies including the [administration](https://en.wikipedia.org/wiki/Administration_%28business%29), governance, and implementation within the scope of the role or employment position and encompassing the obligation to report, explain and be answerable for resulting consequences.
* In governance, accountability has expanded beyond the basic definition of "being called to account for one's actions". It is frequently described as an account-giving relationship between individuals.
* Political accountability is the accountability of the [government](https://en.wikipedia.org/wiki/Government), [civil servants](https://en.wikipedia.org/wiki/Civil_servants) and [politicians](https://en.wikipedia.org/wiki/Politicians) to the public and to legislative bodies.
* Within an organization, the principles and practices of ethical accountability aim to improve both the internal standard of individual and group conduct as well as external factors, such as sustainable economic and ecologic strategies. Also, ethical accountability plays a progressively important role in academic fields, such as laboratory experiments and field research.
* Administrative Accountby - Internal rules and norms as well as some independent commission are mechanisms to hold civil servants within the administration of government accountable.
* Individuals within organizations-Because many different individuals in large organizations contribute in many ways to the decisions and policies, it is difficult even in principle to identify who should be accountable for the results. If only organizations are held accountable, then all individuals in the organization are equally blameworthy or all are excused.
* Human beings seek accountability. People want to know who isresponsible for certain actions and who is accountable for the conse-quences of those action.
* If you are accountable for something, you are in a position that requires you to report to or answer to someone for your actions and decisions.
* If you are responsible for something, you may be the one to whom things are reported.
* Responsibility is the idea of being completely in charge of something, that the person who is responsible for something is the root cause behind whether that thing succeeds, fails, lives, or dies. If a person is responsible for taking care of their favorite rose bush, that rose bush's fate, its liveliness, and its health now has a causality associated with that person. If it thrives, it was the responsibility of that person and can be attributed to that person's actions. If it dies, the responsibility also lies with that person. his does necessarily mean that if the rose bush dies, the person will have to explain how or why the rose bush died. Responsibility merely says that blame (or praise) is assigned for whatever happens to the rosebush to one person, or a group of people. If the rose bush dies, it is the fault of that person or group, but they do not owe any explanation of how or why it happened.
* One of the most pulled upon examples of accountability without responsibility are CEOs of major corporations. It is often assumed that CEOs are both accountable and responsible for the performance of their companies, evidenced by fat cheques cut for good years and the quick canning of executives when they underperform.
* The main difference between **responsibility** and **accountability** is that responsibility can be shared while accountability cannot. Being accountable not only means being responsible for something but also ultimately being answerable for your actions. Also, accountability is something you hold a person to only **after** a task is done or not done. Responsibility can be before and/or after a task.
* Responsibility may refer to: being in charge, being the owner of a task or event.

**Desires & Weakness**:

* Weakness-a quality or feature that prevents someone or something from being effective or useful. something that you like so much that you are often unable to resist it .
* Desire- is a sense of **longing** or hoping for a person, object, or outcome.
* One should be aware of his/her weaknesses, fears, innermost strengths and desires.
* **Knowing your strengths and weaknesses**- Self-awareness helps you exploit your strengths and cope with your weaknesses.  For instance, if you are someone who is good at "seeing the big picture" that surrounds decisions, but not as good at focusing on the details, you might want to consult colleagues and subordinates that are more detail-oriented when making major decisions.  Cooperation between big-picture-oriented decision makers and detail-oriented decision makers can produce high quality decisions.

**Character Development:**

* **Abraham Lincoln** said, **“**Reputation is the shadow. Character is the tree.**“** Our character is much more than just our reputation, what we try to display for others to see.  It is who we are even when no one is watching. Having a Good Character means doing the right thing just because it is right to do what is right.
* **dictionary defines character** as “the mental and moral qualities distinctive to an individual.” Another says it is “the complex of mental and ethical ***traits*** marking a person.” In still another dictionary, character is said to be “the stable and distinctive qualities built into an individual’s life which determine his or her response regardless of circumstances.
* It is those character qualities, those character **traits**, that determine a person’s response in any given situation. For example, a person in with a strong character quality of [*truthfulness*](http://character-training.com/blog/list-of-character-traits#Truthfulness) is much more likely to accurately report the facts in a given situation than a person who tends to be characterized by deceptiveness. Someone who has the character trait of [alertness](http://www.character-training.com/blog/list-of-character-traits#Alertness) will be more likely to be a better, safer, driver than a person who does not see or recognize the potential dangers around him (carelessness). A person with the character quality of [tolerance](http://www.character-training.com/blog/list-of-character-traits#Tolerance) will be more accepting of others – less prejudiced.
* **Success or failure** in any situation or endeavor depends, more than anything else, on how we respond to events and circumstances.  It follows that it is our character that determines our success.  Of course, that doesn’t mean that “good” people will always experience more “success” than “bad” people.  There are, however, some character traits that tend to lead to “success” and others that tend to produce “failure.”
* **On a more immediate and practical level**, our character is what really determines our success in any area of life. Our character guides our responses to any situation or circumstance in our life. It is why we do the things we do and it is why we do things the way we do them.  Since how we respond to the various things that come up is what will determine the results we get, it follows that the success we have in any endeavor are determined by our character.
* Character development can refer to either the task of sitting down and creating a character (working out their appearance, history, mannerisms, and so on), or it can refer to the change a character undergoes during the course.
* **In social contexts to refer to the development of good moral character.** People who have good moral character are considered to be good, upright people.
* Character development can also refer to the process of growing into a person with a strong sense of morals and duty.
* Having a strong character means you are the type of person who stands behinds your beliefs, takes responsibility for your actions and treats people dignaty. It means having self possession in the face of peer pressure, speaking your mind and knowing it, and living by a strong code of moral and ethical character.
* Charachter is all the things that make u up as a human being. your beliefs and the way you present yourself and how you speak to people and your morals and value system..if you lie, steal, cheat, talk behind peoples back, or make people feel uncomfortable because you have a problem with thier looks, disabilities, whatever it may be makes u a someone with low charachter..strong character is jus tthe opposite.
* I think strong character belongs to someone who has faith in himself and his abilities. Someone who stays with his commitments. Someone who can resist temptations. Someone who does his best and is not afraid of errors. Someone who knows enthusiasm and devotion. Someone who knows both defeat and victory. Someone who is big enough to admit his mistakes and smart enough to profit from them. Someone who is true to his ideals even if he is rejected. Someone who doesn't care about what others think of what he does, but cares about what he thinks of what he does. And in my opinion it is only achieved through experiences of trial and suffering.

**Good relations:**

The key ingredients for any successful relationship are a willingness to trust in each other, to communicate effectively, be able to apologise when we make mistakes and take responsibility for own behaviour, to maintain a sense of humour and humility.

The key factors in sustaining and growing good relations with others are :  
**• Time:** attending and being attentive to the other person is critical. Take time to check out with each other how things are and what, if anything, needs to change.  
**• Self-awareness**: We should ask ourselves ‘How am I changing? Do I involve others when it should be a major decision? Do I accept responsibility for my own actions and forgive others when they’ve made a mistake? Do I have a ‘helping’ or a ‘blaming’ mind-set? Do I communicate openly and honestly in order to let others know how I feel and why I am upset, or do I expect others to mind read my thoughts and feelings?’  
• **Positive outlook**: Ask ‘Do I acknowledge others and their strengths and can I remain positive, good natured and demonstrate genuine warmth and love when things are difficult or do I criticise and use put – downs?’  
• **Ability to resolve conflict**: Arguments are inevitable but it’s our ability to resolve conflict in as non-blameful or confrontational way as possible that matters. We must try to demonstrate forgiveness and a willingness to reach a resolution rather than taking a stance of ‘I win, you lose’.  
• **To Listen**: Listening requires a great deal of empathy (ability to put ourselves in the other person’s shoes). When we decide to really listen we make ourselves available to that person, thereby demonstrating the importance we are giving to that person and to the relationship. This says to them ‘I am here for you’, rather than ‘I’m trying to put my point across regardless of your feelings’.

**Self Restraint:**

### It means self control.

### Benefits of Self-Control

#### 1. Increases decision making capacity

When we exercise self-control after making a decision it becomes more difficult. When we practice self-control first, it becomes easier to make decisions because our minds switch to simpler processes. For example, a dieter may avoid a donut first thing in the morning but after making tough decisions about work and life all day, their self-control may have slipped by the time they should say no to cake as dessert after dinner.

#### 2. Increases chances of success

Research at Duckworth Lab at the University of Pennsylvania’s positive psychology center concluded that when self-control was measured against talent over time the ones that practiced grit rather than relying on talent came out as more successful. For example, in an experiment carried out between two groups at West Point, those that relied on self-control had a better chance at being able to move past the first summer of intense trials over those that had domain relevant talents such as physical fitness.

#### 3. Self-control can help us curtail impulsive behaviors such as lying and binge drinking

Experiments have shown that some people can’t help lying and those that have low self-control are more likely to succumb to the impulse even if, like in this situation, they have nothing to gain from it.

#### 4. Improves FOCUS

In a study by Bertrams et al., participants were asked to solve math problems while under pressure. The participants that were evaluated as having low self-control were distracted by negative thoughts and did much poorer than their disciplined counterparts.

Self-control allows us to focus our energies on the task at hand and tune out distractions which make sure we perform to the best of our abilities. It also allows us to kick those negative thoughts out of our head, a major impediment to long term success.

#### 5. More likely to get rich

Although self-control is not the end all be all when it comes to making millions, it is an incredibly significant factor.

#### 6. Promotes Congruence

Have you ever held two conflicting desires in your mind like wanting to eat a the last piece of red velvet cake after dinner but at the same time wanting to drop a few pounds?People that are able to practice self-control have more harmonious lives because they avoid situations in which they have to choose between desires.Instead of fighting with themselves over eating the last piece of cake to stick to their diet, they would not have bought the cake in the first place and therefore prevent themselves from being exposed to conflicting desires.

#### Conclusion

Self control is one of the most important skills that we can learn to harness. The positive effects spill over into many different parts of our lives and allow us to make better decisions and experience a better reality.

Self control is not all bout denying yourself pleasures, it also encompasses working towards a higher ideal and sacrificing some things in the now in order to achieve long term goals. Many people are unable to make exert the necessary will power to make the changes that they so desire in their lives. One thing that holds true no matter where you are or where you are going, nothing TRULY worthwhile every came without putting forth a little effort.

“I am, indeed, a king, because I know how to rule myself.”  Pietro Aretino

Integrating Values:

* Truth, diligence,consistency,creativity, impact are some of the important CV. Knowing your true core values is only a step in the path to an authentic life. Learning to apply them daily is a major component to happiness and success.
* The key to daily application of your core values is to establish behavior that keeps them front of mind. You want to identify the opportunities that will lead to your [success](http://bit.ly/13XVGmE) and prevent decisions that will get you into trouble. Here are the methods I use to make sure that my core values take root and precedent.
* Put them where you can see them- The important thing is to keep them top of mind when you don't have the time to dig into your brain.
* Put the right people in your life (and eliminate the wrong ones)- The most impactful way to use core values is to manage the company you keep. Other people don't have to share your core values, but they do need to fit them. One of my core values is [Creativity](http://bit.ly/1PNZwcP). I don't require all people in my life to be creative per se, but I do require them to be supportive of a creative approach. Otherwise, I know we will have useless conflict. Time is a limited commodity that other people consume. Use your core values to make sure your time is being spent with people worthy of your values.
* Assess your daily tasks each morning-Core values are great filters that help you make good decisions. When I list out my daily tasks, I use my values to evaluate whether or not they are the right things for me to be doing. For example, I determine each day if each task meets my core value of Impact. I want to know that everything I do will achieve maximum results for minimum effort. Make sure everything you do is consistent with who you are and you'll find your day running [efficiently](http://bit.ly/19koM30) and effectively.
* Integrate them into your regular conversations-Core values take on a whole new life when they become an integrated part of your dialogue. Even casual conversation spurs opportunity to express yourself through value-speak. Since [Consistency](http://www.amazon.com/Who-You-When-Ones-Looking/dp/0830837493/?tag=roarin09-20) is one of my values, I often use that word to explain why I must stay true to my own writings even when it feels unnatural. Make your values a key part of your normal vocabulary and you won't have to remind yourself which one you are constantly forgetting.
* Apply them as key motivators-Your personal core values are the basis for determining your [preferred future](http://bit.ly/KDCreateFuture). Every opportunity and goal should be looked at through the lens of your core values or you will create unnecessary self-conflict and struggle on your journey. Take a day or two each quarter to do strategic planning and really think about how your life objectives and core values fit together. As long as they are in sync, your mind and soul can work together to accomplish great things.

Spirituality and Purity:

Purity is not innocence— it is much more than that. Purity is the result of continued spiritual harmony with God. We have to grow in purity. Our life with God may be right and our inner purity unblemished, yet occasionally our outer life may become spotted and stained. God intentionally does not protect us from this possibility, because this is the way we recognize the necessity of maintaining our spiritual vision through personal purity. If the outer level of our spiritual life with God is impaired to the slightest degree, we must put everything else aside until we make it right. Remember that spiritual vision depends on our character— it is “the pure in heart” who “see God.”

God makes us pure by an act of His sovereign grace, but we still have something that we must carefully watch. It is through our bodily life coming in contact with other people and other points of view that we tend to become tarnished. Not only must our “inner sanctuary” be kept right with God, but also the “outer courts” must be brought into perfect harmony with the purity God gives us through His grace. Our spiritual vision and understanding is immediately blurred when our “outer court” is stained. If we want to maintain personal intimacy with the Lord Jesus Christ, it will mean refusing to do or even think certain things. And some things that are acceptable for others will become unacceptable for us.