



# Module 1

# Human Values

# VALUES

- The term 'VALUE' comes from the Latin word 'VALERE' which means 'to be of worth'.
- Values are defined as something which are desirable and worthy of esteem for their own sake.
- Human values are defined as those values which help man to live in harmony with the world.

# Sources of Values

- Family Factor
- Social Factors
- Personal Factors
- Cultural Factors
- Religious Factors
- Life Experiences
- Role Demands
- Halo Effect

# Types of Values

1. Ultimate Values
2. Democratic Values
3. Educational Values
4. Subjective (Or Internal) Values
5. Objective (Or External) Values

# MORALS

- Morals are the prevailing standards of behavior that enable people to live cooperatively in groups.
- Moral refers to what societies sanction as right and acceptable.
- Morality often requires that people sacrifice their own short-term interests for the benefit of society.

# ETHICS

- Oxford Dictionary defines ethics as “**system of moral principles, rules and conduct.**”
- Ethics is a “science of morals.”
- The words ethics has emerged from Latin ‘Ethicus’ or in Greek ‘Ethicos’.

# Importance of Ethics

- Part of Society
- Expectations of Public
- Trust of Employees
- Image
- Overall Benefit

# INTEGRITY

**Integrity** is a term used to describe a person's level of honesty, moral commitments, and willingness to do what's right.



# **ACADEMIC INTEGRITY**

- Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting.
- The International Center for Academic Integrity (ICAI) has identified five pillars of academic integrity

## **Five Pillars of Academic Integrity:**

- A. Pillar 1 : Honesty**
- B. Pillar 2 : Trust**
- C. Pillar 3 : Fairness**
- D. Pillar 4 : Respect**
- E. Pillar 5 : Responsibility**

# **WORK ETHICS**

- **Work ethics has been understood as a value based on hard work and diligence.**

## **Importance of Work Ethic :**

- **Productive Work**
- **Cooperation**

# **Basic Work Ethic for an Organization**

- **Uniform rules and regulations**
- **Communication of the rules and regulation to all employees**
- **Allow a degree of freedom to employees**
- **Clear and uniform holiday schedule**

# How to develop strong work ethic

## Step 1: Be professional about your work

- Reliability and honesty
- Deliver best outputs
- Be consistent in delivering good quality work and earn good reputation

## Step 2: Manage your time

- Know your strength and weaknesses
- Set yourself deadlines for delivering even small tasks
- Prioritize tasks
- Avoid procrastination
- Avoid negative talk and gossip

### **Step 3: Keep a balance and deliver consistent high performance work**

### **Step 4: Develop good work habits**

- Create and learn habits
- “Do it now” habit

# **Elements of a strong work ethic**

- **Honesty & Integrity**
- **Alertness**
- **Openness**
- **Respect for others**
- **Reliability and Dependability**
- **Determination & Dedication**
- **Accountability & Responsibility**
- **Confidentiality**
- **Initiative**

# Service Learning

- **Service-learning refers to learning that actively involves students in a wide range of experiences, which often benefit others and the community, while also advancing the goals of a given curriculum**

## Qualities of service-learning

- **Integrative**
- **Reflective**
- **Contextualized**
- **Strength-Based**
- **Reciprocal**
- **Lifelong**

# **Benefits of Social Learning**

- **Learning Outcomes**
- **Personal Outcomes**
- **Social Outcomes**
- **Career Development**
- **Relationship with the Institution**



# Civic Virtue

- Civic virtue is morality or a standard of righteous behavior in relationship to a citizen's involvement in society
- Civic virtue is the harvesting of habits important for the success of the community.
- Eg. Voting

# **RESPECT FOR OTHERS**

- **Respect, also called esteem, is a positive feeling or action shown towards someone or something considered important, or held in high esteem or regard**
- **It is also the process of honoring someone by exhibiting care, concern, or consideration for their needs or feelings.**
- **"Thank you" / "*Namaste*"**

# How to Respect Others

- **Listening to the other person.**
- **Being empathetic, understanding each other and putting ourselves in their shoes.**
- **Apologizing to each other when we make mistakes.**
- **Keeping other people's secrets.**
- **Complying with and respecting laws and regulations**
- **Respecting the privacy and intimacy of others.**
- **Being grateful.**

# **CARING AND SHARING**

- **Caring includes feelings, relationship, protecting others and causing least damage to others.**
- **Caring is feeling for others**
- **It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned.**

- **Sharing means ‘sharing’ of feelings, ideas thoughts, resources and profits. Sharing is always mutually beneficial**
- **Sharing is voluntary and it cannot be driven by force, but motivated successfully through ethical principles**
- **Sharing should be genuine, legal, positive, voluntary, and without any expectation in return**

# HONESTLY

- **Honesty is speaking the truth.**
- **Being honest means you act in a way that you know is the right thing to do**

## Examples of what speaking the honest truth means:

- **Honesty means you don't say things about people that aren't true**
- **Being honest means you admit to your actions, even if you'll get in trouble.**
- **Honesty means you explain how a situation really happened**

**Honesty is a virtue, and it is exhibited in two aspects namely,**

**1.) Truthfulness**

**Truthfulness is to face the responsibilities upon telling truth**

**2.) Trustworthiness**

**Trustworthiness is maintaining integrity and taking responsibility for personal performance**

# **LIVING PEACEFULLY**

- **To live peacefully, one should start install peace within (self).**
- **Self > Family > Workspace > Society**

## **Factors that promote Peaceful living**

- **Conducive environment**
- **Absence of unnecessary interference or disturbance, except as guidelines.**
- **Healthy labor relations and family situations.**
- **Secured job and motivated with 'recognition and reward' etc.,**



# **COURAGE**

- **Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage.**

**Courage is classified into three types, based on the types of risks, namely**

- 1.) Physical courage ( Physical strength, including the muscle power )**
- 2.) Social courage (Leadership abilities )**
- 3.) Intellectual courage (Empathy and Sacrifice)**

# **COOPERATION**

- **It is a team-spirit present with every individual**
- **Cooperation is activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party**
- **Cooperation promotes collinearity, coherence (blend), co-ordination and the synergy.**
- **The absence of cooperation leads to lack of communication, misinformation etc.,**

# **COMMITMENT**

- **Commitment means acceptance of the responsibilities and duties**
- **Commitment means alignment to goals and adherence to ethical principles during the activities.**

## **Commitment helps :**

- 1.) Maintain quality**
- 2.) Attain production targets**
- 3.) Decreasing complaints from team members**
- 4.) Limited conflict between team members**

# **EMPATHY**

- Sensing what others feel about, without their open talk, is the essence of empathy.
- Empathy begins with showing concern, and then obtaining and understanding the feelings of others, from others' point of view

**The benefits of empathy includes:**

- 1.) Good customer relations
- 2.) Harmonious labor relations
- 3.) Good vendor-producer relationship

# **SELF-CONFIDENCE**

- **Self-confidence is positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved.**
- **The people with self- confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions**
- **The self-confidence in a person develops a sense of partnership, respect, and accountability**

## **The people with self-confidence have the following characteristics:**

- **A self-assured standing,**
- **Willing to listen, to learn from others and adopt**
- **Frank to speak the truth, and**
- **Respect others' efforts and give due credit.**

## **Sources of self-confidence**

- **Heredity**
- **Friendship**
- **Influence of superiors/role models**
- **Training in the organization**
- **Self-talk & SWOT analysis**

# **SOCIAL EXPECTATIONS**

- **Social expectations are ideas that how someone in our social surroundings will behave in the future or in a specific situation.**