

# **ETHICS** **MICROLEARNING** **COURSES**

BITE-SIZED LEARNING FOR  
RESPONSIBLE DECISION-MAKERS



# ETHICS

IN TODAY'S FAST-PACED CORPORATE LANDSCAPE, ETHICAL CONSIDERATIONS PLAY A CRUCIAL ROLE IN EVERYDAY DECISION-MAKING. AS WE NAVIGATE THE INTERCONNECTED WORLD WHERE OUR ACTIONS HAVE FAR-REACHING CONSEQUENCES, MAKING ETHICAL DECISIONS GOES BEYOND JUST FOLLOWING A SET OF GUIDELINES – IT INVOLVES CONSIDERING THE IMPACT OF CHOICES NOT ONLY ON OURSELVES AND OUR ORGANISATION BUT ALSO ON THE WIDER GLOBAL COMMUNITY.

UNDERSTANDING THE REASONS BEHIND OUR DECISIONS ALLOWS US TO GRASP THE ETHICAL CONSEQUENCES OF OUR ACTIONS. WHEN WE PRIORITISE ETHICS IN OUR WORK CONDUCT, WE DEMONSTRATE TO BOTH OUR EMPLOYERS AND CUSTOMERS THAT INTEGRITY IS AT THE HEART OF OUR PRINCIPLES. INSTEAD OF SIMPLY COMPLYING WITH RULES, WE SHOULD CONSTANTLY ASK OURSELVES: “AM I DOING THE RIGHT THING?”. ETHICS PLAY A ROLE IN EVERYTHING WE DO.

FINSIA'S ETHICS MICROLEARNING COURSES EQUIP YOU WITH THE KNOWLEDGE AND SKILLS TO NAVIGATE DAY-TO-DAY ETHICAL ISSUES CONFIDENTLY, OFFER PRACTICAL APPLICATIONS THAT ALIGN WITH REAL-WORLD SCENARIOS ACROSS ALL INDUSTRIES AND ARE DESIGNED TO REINFORCE LEARNING THROUGH THE USE OF ACTIVITIES, KNOWLEDGE CHECK QUIZZES AND CASE STUDIES.

## INTEGRITY IN THE WORKPLACE

Integrity is doing the right thing even when no one is watching. Build your understanding of what it means to act with integrity and why this core value associated with having strong moral principles and acting with honesty, is so important in the workplace.

### COURSE OVERVIEW

This microlearning course explores what it means to have integrity in the workplace, and how integrity contributes to a healthy and productive work environment. The course explores two key principles – understanding your moral standards and acting according to your morals – to uphold integrity in the workplace. The course includes activities, case studies and examples to embed the learning objectives.

### WHO IS THIS FOR?

This course is suitable for people working in any role in the financial sector. It is designed to provide solid knowledge and understanding to help professionals consistently apply integrity as an essential component of ethical conduct in their industry.

### LEARNING OBJECTIVES

- Build clarity in defining what integrity is and how it is experienced.
- Recognise traits that build integrity and constructive culture in the workplace.
- Understand how integrity is applied within the workplace.

### TOPICS

- Integrity: The meaning behind the buzzword
- Defining integrity
- Three forms of integrity
- Traits related to workplace integrity
- Examples of workplace integrity – scenarios
- Case study – Upholding Integrity in the Workplace

Duration: 15 minutes | CPD points: 0.25



# EMPATHY IN THE WORKPLACE

Empathy is a key communication skill in the workplace for building stronger working relationships and business culture. Learn how to boost your empathy skills, identify the benefits of an empathic culture, and overcome empathy roadblocks in your workplace interactions.

## COURSE OVERVIEW

This microlearning course discusses the importance of empathy in fostering productive working relationships, strategies you can use to build your empathy skills and ways to overcome empathy barriers. The course includes activities, case studies and examples to embed the learning objectives.

## WHO IS THIS FOR?

This course is suitable for people working in any role in the financial sector. It is designed to provide knowledge to help professionals understand the importance of empathy as a key skill in the workplace.

## LEARNING OBJECTIVES

- Recognise what empathy is and what it means to be empathetic.
- Identify the benefits of being empathetic in the workplace.
- Describe ways to cultivate empathy at work.
- Practice and develop empathy skills.

## TOPICS

- What is empathy?
- The importance of empathy in the workplace
- Communicating with empathy
- An empathetic conversation – decision-making scenario
- Overcoming empathy roadblocks
- Strategies for building empathy

**Duration: 60 minutes | CPD points: 1**

# RESOLVING ETHICAL DILEMMAS

Ethical dilemmas are common in the workplace and involve making difficult decisions where there is rarely a clear choice between right and wrong. Develop your understanding of why ethical dilemmas are so challenging, and how to find the best solutions to ethical challenges.

## COURSE OVERVIEW

This microlearning course explores what is an ethical dilemma, what influences ethical decision making and how you can resolve an ethical dilemma that you may face. It builds clarity in decision-making that results in the best solution for those involved.

## WHO IS THIS FOR?

This course is suitable for people working in any role in the financial sector. It is designed to provide knowledge and practical application in resolving ethical dilemmas.

## LEARNING OBJECTIVES

- Identify and explain the three common approaches to ethical issues.
- Explain the value of, and apply, a five-step decision-making model to resolve ethical dilemmas.

## TOPICS

- What is an ethical dilemma?
- The challenges of ethical decision making
- Influences on decision making
- How to solve an ethical dilemma – a five-step process
- Resolving an ethical dilemma – case study

**Duration: 30 minutes | CPD points: 0.5**

# PRACTICAL APPROACHES TO ETHICAL DECISIONS

Every day we all face ethical decisions that require us to act in the best interests of our clients, colleagues and stakeholders. But how do we decide which action is right, or best? Making ethical decisions is often influenced by many factors and pressures, including our own perspectives about what's right and wrong, the perspectives of others, and the need to serve the organisations we work for.

## COURSE OVERVIEW

This microlearning course introduces three approaches you might use to make ethical decisions. It explores the impact that values and principles have in managing an ethical decision. By understanding these approaches and the principles of ethical behaviour, you will develop your experience of ethical decision making, guided by examples and case studies.

## WHO IS THIS FOR?

This course is suitable for people working in any role in the financial sector. It is designed to provide knowledge, understanding and application about best practices in ethical decision making, and the influences on the decision making process.

## LEARNING OBJECTIVES

- Explain what an ethical dilemma means.
- Understand the importance of universal principles of ethical behaviour.
- Identify, explain and apply the three common approaches to ethical issues.

## TOPICS

- Defining an ethical dilemma.
- Conflict of values within ethical dilemmas.
- The seven universal principles of ethical behaviour.
- Three approaches to ethical dilemmas
- Case study

**Duration: 30 minutes | CPD points: 0.5**

# ETHICS IN BUSINESS AND FINANCE

COMING SOON

Develop your understanding of ethical practice in the workplace and the positive influences on business culture that are achieved when ethical decision making is applied effectively throughout an organisation.

## COURSE OVERVIEW

The microlearning course explores ethics in the workplace and how ethical business practices are good for business. It explores how ethical behaviour can be cultivated in the workplace and presents strategies to resolve a range of ethical issues that are common to most workplaces.

## WHO IS THIS FOR?

This course is suitable for people working in any role in the financial sector. It is designed to build knowledge and understanding about the importance of ethics and ethical conduct in their industry.

## LEARNING OBJECTIVES:

- Define ethics and business ethics in a clear and concise manner
- Understand why ethics is important in business and the potential consequences of unethical behaviour
- Recognise the various factors that influence ethical decision making
- Identify common ethical issues in the workplace
- Develop effective strategies for addressing unethical behaviour

## TOPICS

- Why ethics is important
- What do we mean by ethics?
- Different approaches to ethical reasoning and how they influence thinking
- How ethical thinking may change over time
- How ethical behaviour can be driven in the workplace
- Common ethical issues in the workplace
- Why do people act unethically?
- Speaking up

**Duration: 60 minutes | CPD points: 1**

# THE ETHICS OF ARTIFICIAL INTELLIGENCE (AI)

COMING SOON

Develop your understanding of the role of AI and why ethical AI matters in business and the finance industry.

## COURSE OVERVIEW

This microlearning course explores ethical issues in the use of technology, including artificial intelligence (AI), learning, automation, and the growth of digital advice.

## WHO IS THIS FOR?

This course is suitable for people working in any role in the financial sector. It is designed to build knowledge of current and emerging ethical issues in their industry.

## LEARNING OBJECTIVES

- Explain the impacts technology and artificial intelligence have, from an ethical perspective, on businesses and the financial industry.

## TOPICS

- What is ethics in AI?
- Benefits of AI in business and the finance industry
- Types of technology innovations now and in the near future
- Some ethical challenges from the use of data and technology
- Legal and regulatory oversight
- Principles that guide the use of data and technology

Duration: 60 minutes | CPD points: 1

## WHAT DO I GET?



### DELIVERED ONLINE

All courses are delivered online, which means you can complete them at your own pace and in your own time.



### CERTIFICATE

Upon successful completion, a Certificate of Completion will be issued by FINSIA



### CONTINUING PROFESSIONAL DEVELOPMENT

Earn CPD credits as you learn relevant skills to advance in your profession.



### MADE FOR AUSTRALIA

Developed for the Australian Market by FINSIA.

# ETHICS MICROLEARNING COURSES

For further information or to arrange a call with a FINSIA Relationship Manager, please email [info@finsia.com](mailto:info@finsia.com)

Australia: 1300 346 742

New Zealand: 09 887 7337

Visit [finsia.com](https://www.finsia.com)



**FINSIA**  
**135+ YEARS**  
**IN ACTION**

(02) 9275 7900  
info@finsia.com  
finsia.com

