

SELF DEVELOPMENT AND ETHICS IN THE PUBLIC SECTOR

This short course provides the learner with the knowledge, skills, attitudes and values to improve and manage oneself and adhere to ethical standards in the public sector.



UNIT
STANDARD
ALIGNED



OUTCOMES
BASED

» TARGET GROUP

This short course is designed for the public and private sector and is aimed at:

- all individuals;
- public officials who are seeking to develop a career pathway towards becoming accomplished public management and administration specialists; and
- department and organisation managers.

» BENEFITS

The benefits of this short course include:

- improved emotional intelligence;
- personal development;
- improved interpersonal skills by adapting to work environment;
- the ability to build effective teams within a department or across an organisation;
- the ability to integrate a service culture based on ethics and values into own work context; and
- compliance to public service codes of conduct.

» ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Designed and developed by Pro-Active College, this short course is aligned to the unit standard:

**MANAGE AND DEVELOP ONESELF IN THE PUBLIC SECTOR
WORK ENVIRONMENT**
(US: 119332)

**APPLY KNOWLEDGE OF ETHICAL PRINCIPLES, STANDARDS
AND PROFESSIONAL CONDUCT IN PUBLIC SECTOR
MANAGEMENT AND ADMINISTRATION**
(US: 119342)

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COURSE OUTLINE

» OUTCOMES

On completion of this short course, learners will be able to:

- demonstrate insight into emotional intelligence in personal development;
- manage work relationships within the public sector environment;
- demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations;
- identify and apply the skills and knowledge required for the development of a career path;
- explain the core ethical values and standards which apply to the public sector; and
- outline ethical values and standards contained in legislation and codes which have relevance to the conduct of employees in the public sector.

» DURATION

Four-day contact session

» CERTIFICATION

Option 1: Certificate of Attendance

Option 2: Certificate of Competence, after successfully completing an assessment at the end of the contact session.

LEARNING UNIT ONE EMOTIONAL INTELLIGENCE

- Personality assessment
- Self-awareness
- Interpersonal behaviour and work adjustment
- Mentoring relations

LEARNING UNIT TWO WORK RELATIONSHIPS

- The nature of personality
- Team working, relations and conflict management
- Personality theories
- Managing working relationships
- Working as a member of a team
- Resolving conflict

LEARNING UNIT THREE STRESS MANAGEMENT

- Causes of stress
- Positive and negative stressors
- Stress management plan

LEARNING UNIT FOUR CAREER PATH DEVELOPMENT

- The personal development plan
- Career motivation

LEARNING UNIT FIVE CORE ETHICAL VALUES AND STANDARDS CONTAINED IN LEGISLATION AND CODES OF THE PUBLIC SECTOR

- An introduction to ethics
- Ethics in the public sector context
- The spirit of Batho Pele
- Reasons for ethical standards in the public sector
- The public service code of conduct

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LEARNING UNIT SIX

AREAS OF ETHICAL CONFLICT FOR PUBLIC SECTOR EMPLOYEES

- Ethical conflict between personal and public interests
- Ethical conflict between duty to government of the day and duty to public interest
- Potential strategies for managing typical conflict

LEARNING UNIT SEVEN

THE RELEVANCE OF ESTABLISHED PROFESSIONAL ETHICS AND CODES OF CONDUCT IN PUBLIC SECTOR ADMINISTRATION

- Professional certifying bodies
- Financial administration and administration practices
- Disciplinary and grievance codes

LEARNING UNIT EIGHT

CODES OF CONDUCT OF THE PUBLIC SERVICES FINANCE AND ADMINISTRATION

- Codes of conduct of the public service finance and administration
- Professional codes of conduct