



Lesson Guide

Climbers learn about ethical decision-making in the workplace and how to navigate challenging situations by considering multiple perspectives, analyzing potential consequences, and choosing ethical actions. By the end of the lesson, Climbers will have the skills to identify common ethical dilemmas, apply a step-by-step ethical decision-making process, and understand the impact of their choices on workplace culture, trust, and professional relationships.

Learning Objectives	<p>Understand workplace ethics principles and how they guide behavior and decision-making.</p> <p>Learn to manage emotions, empathize with others, and build positive workplace relationships.</p> <p>Apply ethical principles to real-world scenarios and take appropriate actions when needed.</p>
WIOA Program Elements	<p>E6. Leadership Development Opportunities. Enhances self-awareness, self-regulation, social awareness, relationship skills, and conflict resolution through community service and peer-centered activities.</p>
Key Concepts	<p>Ethics: guidelines that influence how employees behave and make decisions at work, ensuring fairness, honesty, and respect in professional settings.</p>
Materials	<p>Coach Deck: Ethics: Decisions That Matter Lesson Deck</p> <p>Internet-ready devices with Hats & Ladders access</p> <p>Activity: Think, Analyze, Decide</p> <p>Rubric: Think, Analyze, Decide</p>

Coach Prep

1. Review lesson instructions and activity materials, including the **Coach Deck** an optional resource to guide Climbers through the lesson and digital Career Climb.
2. Arrange a computer lab or laptop cart, or instruct your group to bring their own devices with internet connectivity.
3. *Optional:* From the Coach platform, assign the **Ethics: Decisions that Matter** Career Climb to your group. This will allow you to track their progress from your dashboard.

Warm-Up

1. Introduce ethical decision-making to Climbers and facilitate a brief discussion. Suggested prompt:
 - *What does it mean to make an ethical decision at work? Can you think of a time when someone had to choose between what was right and what was easy?*
2. Frame the process of ethical decision-making, guiding Climbers through key steps of making ethical decisions in challenging situations. Suggested prompts:
 - **Describe the Ethical Dilemma:** *What is the situation? Why is it a tough decision?*
 - **Identify Stakeholders:** *Who is affected by this decision (e.g., customers, coworkers, the company)?*
 - **Define Possible Actions:** *What are the different choices available?*
 - **Consider the Consequences of Each Action:** *What could happen in the short and long term?*
 - **Choose the Best Ethical Choice:** *Which action aligns best with integrity and workplace values?*
3. Encourage Climbers to share examples of ethical dilemmas they've encountered or heard about in real life. Build on their responses by explaining how ethical decision-making strategies help professionals navigate challenging situations.
4. Outline what will be covered in the lesson, including:
 - Recognize common ethical dilemmas in the workplace
 - Learn a step-by-step approach to making ethical decisions
 - Analyze real-world scenarios and determine the best course of action
 - Understand the impact of ethical behavior on workplace trust and success

Guide a Career Climb

1. Further describe the importance of ethical decision-making in the workplace and how it connects to real-world professional success. Describe why ethics are important in the workplace. Suggested prompts:
 - *Why do you think companies emphasize ethical behavior?*
 - i. **Ethical decision-making ensures integrity in your professional actions and maintains a respectful workplace culture.**
 - *How can making ethical choices impact your career growth and workplace relationships?*
2. Direct Climbers to the Hats & Ladders platform to complete the **Ethics: Decisions that Matter** Career Climb, which consists of four Ladders:
 - **Ethics in the Workplace** (8 Mins.)
 - **Emotional Intelligence** (9 Mins.)
 - **Being a Model Employee** (8 Mins.)
 - **Ethics in Action** (8 Mins.)
3. Climbers can complete the entire Career Climb **at once**, or they can **pause** to share out takeaways and questions along the way.
4. Climbers can then apply what they learned about ethical decision-making by completing the activity.

Activity: Think, Analyze, Decide

1. As a group, read the instructions in the **activity handout**. Ensure Climbers understand the steps involved in analyzing an ethical dilemma.
2. Climbers will work individually or in small groups to complete the graphic organizer.
3. After Climbers have completed the graphic organizer, facilitate a group discussion. Have climbers share their decisions and reasoning, highlighting different perspectives and ethical considerations.

Wrap-Up

1. Facilitate a brief reflection about the process and challenges of making ethical decisions. Suggested prompts:
 - *What was the most challenging part of making this ethical decision?*
 - *How do workplace ethics impact trust and professionalism?*
 - *What strategies can help employees make ethical decisions in difficult situations?*

2. Have a few Climbers share their reflections.
3. Review key lesson concepts, including:
 - The role of ethics in workplace success
 - A step-by-step ethical decision-making process
 - How ethical choices affect workplace culture and career growth
 - Strategies for handling ethical dilemmas professionally
4. Close by emphasizing that ethical decision-making is a skill that grows with practice and is essential for long-term career success.

Assessment

- To evaluate the **Climbers' understanding** of the lesson, use the provided **rubric** to score activity submissions on a scale of 1 to 4 for each criterion.

Modifications

- If you do not have access to devices, have Climbers complete the digital Career Climb at home.

Activity: Think, Analyze, Decide

Step 1: Read the ethical dilemma scenario.

Step 2: Use the graphic organizer below to analyze the situation, consider different perspectives, and determine the best ethical choice.

Step 3: Repeat this for all three scenarios. For added bonus, come up with your own ethical dilemma and fill out the graphic organizer

<p>Scenario 1: Discount Dilemma</p> <p>You work at a clothing store, and a friend asks you to apply an employee discount to their purchase, even though store policy forbids it. What do you do?</p>	
<p>1. Describe the Ethical Dilemma:</p>	<p><i>What is the situation? Describe the ethical problem.</i></p>
<p>2. Identify Stakeholders:</p>	<p><i>Who is affected by this decision? List all individuals or groups impacted.</i></p>
<p>3. Define Possible Actions:</p>	<p><i>List at least three possible choices you could make in response to the dilemma.</i></p>
<p>4. Consider the Consequences of Each Action:</p>	<p><i>For each action, consider the short-term and long-term effects.</i></p>
<p>5. Choose the Best Ethical Choice & Why:</p>	<p><i>Which action is the most ethical? Justify your reasoning.</i></p>

<p>Scenario 2: Time Theft</p> <p>A coworker frequently takes extended breaks, leaving you to handle extra work. Your manager hasn't noticed. Do you report them, confront them, or ignore it?</p>	
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<p>5. Choose the Best Ethical Choice & Why:</p>	<p><i>Which action is the most ethical? Justify your reasoning.</i></p>

<p>Scenario 3: Confidentiality Conflict</p> <p>You overhear your boss discussing plans for layoffs, which could affect your friend. Should you warn your friend, keep quiet, or anonymously tip off employees?</p>	
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<p>Bonus: Come up with your own ethical dilemma!</p>	
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Rubric: Think, Analyze, Decide

Criteria	1: Needs Improvement	2: Developing	3: Proficient	4: Exemplary
Clarity & Depth of Ethical Dilemma Description	The description is unclear or lacks key details.	Partially describes the ethical dilemma but is missing some important details.	Clearly describes the ethical dilemma with relevant details.	Provides a thorough and insightful description, including relevant context.
Identification of Stakeholders	Identifies only one or two stakeholders or is unclear.	Identifies some relevant stakeholders but may miss key perspectives.	Accurately identifies all key stakeholders involved.	Clearly identifies all stakeholders and explains their roles and perspectives.
Analysis of Possible Actions & Consequences	Lists only one or two possible actions with minimal consideration of consequences.	Identifies multiple actions but does not fully explore consequences.	Lists at least three possible actions with reasonable consideration of consequences.	Thoughtfully analyzes multiple actions and provides a detailed, nuanced evaluation of short- and long-term consequences.
Justification of Best Ethical Choice	Provides little to no reasoning for the chosen action.	Justifies the ethical choice, but the reasoning is vague or incomplete.	Clearly justifies the ethical choice with logical reasoning.	Provides a well-supported, insightful justification that connects to ethical principles and workplace values.