

# Business Ethics for the HR Professional



September 28 - November 2, 2009  
Online

This six-week online course provides you the opportunity to explore ethics and the related problems and concerns in today's dynamic business environment from the human resource professional's perspective. Areas of focus include stakeholder analysis, corporate social responsibility and sustainability, and ethical reasoning models.

## How You Will Benefit

- You will learn important knowledge and skills you can use immediately in your day-to-day job.
- You will participate in class discussions providing a dynamic environment for exchanging ideas and developing strategies to cope in today's global work environment.
- This course provides you schedule flexibility each week and the benefit of attending class on your own computer.
- You will follow a schedule and interact with your instructor and peers in a virtual environment.
- Lecturers, case studies, podcasts, videos, class discussions, and activities will help you to better understand the ethical implications of many business decisions.
- You will have the opportunity to earn 18 Strategic recertification credit hours toward your PHR, SPHR or GPHR.



"The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit."

Business Ethics  
for the HR Professional

## Who Should Attend

Human resource professionals both certified and not certified who have a desire to build their expertise in managing business ethics issues.

Non-HR managers who are interested in exploring the issues inherent in business ethics and in establishing an ethical climate in their organizations.

**Enroll Today!**

For more information,  
schedules or to register, call  
**703-993-4800**  
or visit  
[www.ocpe.gmu.edu](http://www.ocpe.gmu.edu)



Office of Continuing  
Professional Education

## Topic Highlights

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### Stakeholder Identification and Analysis

Stakeholder Identification  
What Opportunities and Challenges Do Stakeholders Present to the Firm?  
Ethical Behavior and Organizational Culture

### Corporate Social Responsibility

Implementing Corporate Citizenship and Social Responsiveness  
Becoming a Socially Responsive Firm  
Social Performance Audit

### Ethical Issues in Business

Business Ethics  
Corporate Levels in Ethics Management  
Business Ethics Case Studies  
Tricky HR Ethical Dilemmas

### Ethical Reasoning Models and Development of Ethical Codes of Conduct

Ethics and HR management  
Organizational Culture and Impact on Business Ethics  
Ethical Codes of Conduct  
Ethics Checklists  
Ethical Reasoning Models

### Sarbanes-Oxley and Whistle-Blowing Protections and Business and Media

Sarbanes-Oxley Act History and Major Provisions  
Public Relations and Crisis Management  
Business and Media

### Employees and the Corporation

The New Social Contract  
Privacy in the Workplace  
The Hot Button-Smoking in the Workplace

## Your Instructor

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Toni Knechtges, SPHR, is a human resources professional with over 20 years experience in the automotive manufacturing and transportation service sectors. She received her bachelor of science in management and her master of science in business administration from Madonna University where she graduated with high honors. Knechtges is a graduate of the Leadership Works Program sponsored by the University of Indiana Center on Philanthropy. She was also a member of the charter graduating class of Leadership Plymouth.

Knechtges is a full-time lecturer at Eastern Michigan University where she teaches business, labor relations, ethics, and human resource management courses for both graduate and undergraduate students. Knechtges is a co-faculty advisor for the award winning EMU student chapter of SHRM. Knechtges also serves as founder of A.S.K. Consulting Group, a training consultant firm, focusing on HR training for such varied clients as Lear, Detroit Chassis, and Jackson Physician Alliance. Knechtges has conducted training sessions for the professional HR staff of the City of Detroit, Yazaki, Blue Cross, Blue Shield, and others.

Knechtges served as the Human Resource Certification Institute director for the Michigan Society for Human Resource Management Council, for five years prior to being elected to her current position as Director of the Michigan Council of SHRM.

Knechtges served as an active member of the Human Resources Association of Greater Detroit for over fifteen years holding several board positions including President in 1999. She is also a member of Greater Ann Arbor Society of Human Resources and the Livingston Area Human Resource Association.

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