



CORPORATE GOVERNANCE

COURSE OBJECTIVES

This course will be beneficial for any person wanting to improve the corporate governance of their organisation. Corporate governance is critical for the effective functioning of any organisation. This course is intended for all persons who need to apply the principles of ethics and effective corporate governance to organisational culture.

COURSE OUTCOMES

Upon completion of this course, the participants should be able to:

- Demonstrate the relationship between personal values, organisational ethics, and the entity's culture through examples from workplace
- Illustrate the complexity of the conflicts between personal values and the entity's values and ethical codes with examples from workplace
- Analyse and describe the potential impact of organisational values and culture on the entity's triple bottom line
- Explain the imperatives for ethical conduct in organisations with reference to acts, regulations, codes and other documents relevant to the entity
- Analyse the role of corporate governance within an entity to determine the contribution of a unit in promoting internal organisational codes and ethical practices
- Analyse the specific ethical practices of a unit in different areas with examples

- Select an instrument for analysing individual and organisational conduct in respect of organisational values, codes of conduct and corporate ethics
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- Apply the instrument to evaluate the current state in a unit against the desired state in respect of organisational values, codes of conduct and corporate ethics
- Prepare an implementation plan that describes the strengthening of the entity's values, code of conduct and ethical practices in the unit
- Describe the role and responsibilities of the manager in terms of decision making to strengthen the values, code of conduct and ethical practices in a unit and the entity
- Outline the communication activities for promoting the entity's values, code of conduct and ethical practices in the plan, with role allocation and time frames
- Describe the process for monitoring and evaluating improvements in relation to the entity's organisational values, code of conduct and ethical practices in a unit with role allocation and time frames

COURSE CONTENT

MODULE 1: UNDERSTAND THE RELATIONSHIP BETWEEN VALUES, ETHICS AND ORGANISATIONAL CULTURE

Understanding the Relationship between Values, Ethics and Organisational Culture

- Relationship between Personal Values, Organisational Ethics and Organisational Culture
- Conflicts between Personal Values and Organisational Values and Ethical Codes
- Impact of Organisational Values and Culture on the Organisation's Triple Bottom Line

MODULE 2: APPLY THE CONCEPT OF CORPORATE ETHICS TO A UNIT

Applying the Concept of Corporate Ethics to a Unit

- Explain the Imperatives for Ethical Conduct in Botswana Organisations
 - Botswana's Constitution
 - The King Reports
 - PFMA
 - The principles of Botho
 - Acts, Regulations and Codes Governing the Sector or Specific Industry
 - Best Practices in respect of Business/Corporate Ethics
- Analyse the Role of Corporate Governance within an Organisation
- Analyse Ethical Practices of a Unit

MODULE 3: ANALYSE A UNIT IN RELATION TO THE PRINCIPLES OF CORPORATE ETHICS

Analyzing a Unit in Relation to the Principles of Corporate Ethics

- Select an Instrument for Analysing Individual and Organisational Conduct Principles of Business / Corporate Ethics
- Apply an Instrument to Gather and Record Information
- Evaluate the Current State in a Unit

MODULE 4: FORMULATE RECOMMENDATIONS FOR STRENGTHENING SHARED ORGANISATIONAL VALUES AND ETHICAL PRACTICES

Formulating Recommendations for Strengthening Shared Organisational Values and Ethical Practices

- Prepare an Implementation Plan
- Describe the Role and Responsibilities of the Manager
- Outline the Communication Activities
- Describe the Process for Monitoring and Evaluating Improvements