

Ethical Leadership and Organisational Change

1. Overview

This programme is designed for managers and leaders who oversee multiple teams or departments. The purpose is to equip participants with the ethical, analytical, and change management skills needed to strengthen organisational culture and successfully recommend and implement change processes. Participants will gain insight into organisational ethics, cultural influences, and structured approaches for initiating and managing change.

2. Programme Outcome:

- Demonstrate an understanding of the relationship between values, ethics, and organisational culture and how these influence organisational performance
- Apply the concept of corporate ethics to their own unit or department
- Analyse a unit to determine alignment with principles of corporate ethics
- Formulate recommendations to strengthen organisational values, ethical practices, and adherence to a code of conduct
- Demonstrate insight into the need for change in response to environmental and organisational factors
- Analyse areas within the organisation that require a change process
- Select appropriate change models for successful implementation
- Formulate practical recommendations for implementing change within a unit or department

Qualification:	Certificate of Completion
Duration:	3-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0798
SAQA US:	252042 & 252021
NQF Level:	5
Credits:	13
Entry Requirements:	Communication & Mathematical Literacy at NQF 4
Training Options:	Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Learners Required:	(1) Online & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(252042 US):** Apply the principles of ethics to improve organisational culture
- **(252021 US):** Formulate recommendations for a change process

4. Topics

Module 1: Introduction to Ethics and Organisational Change

- Understanding organisational culture
- The link between ethics, values, behaviour, and performance
- Why organisations need to evolve and adapt
- The role of managers in driving ethical culture and change

Module 2: Organisational Ethics and Values

- Definitions: ethics, values, integrity, culture
- Importance of ethical conduct in achieving goals
- Ethical decision-making in leadership
- Components of corporate ethics

Module 3: Analysing Ethical Practices Within a Unit

- Diagnostic tools for assessing ethical behaviour
- Identifying gaps between desired and actual culture
- Assessing risks linked to unethical practices
- Ethical standards, policies, and codes of conduct

Module 4: Understanding the Need for Change

- Internal and external drivers of change (environmental, technological, operational)
- Detecting performance gaps and organisational challenges
- Stakeholder needs and organisational readiness

Module 5: Analysing Areas Requiring Change

- Tools for organisational analysis: SWOT, PESTLE, Gap Analysis
- Identifying root causes of issues
- Understanding the human and emotional impact of change

We trust that the above is in order and look forward to hearing from you for Implementation

Module 6: Change Management Models

- Overview and comparison of key models:
 - Lewin's Change Model
 - Kotter's 8-Step Change Model
 - ADKAR Model
- Selecting an appropriate model for the unit

Module 7: Leading Ethical and Cultural Transformation

- Strategies to promote values and ethical practices
- Embedding ethics into daily operations
- Leading by example and building trust
- Encouraging accountability and ethical decision-making

Module 8: Formulating Recommendations for Ethical and Organisational Change

- Developing clear, practical, and actionable recommendations
- Aligning ethics with change efforts
- Managing resistance and building buy-in
- Communication strategies for promoting change and ethics
- Monitoring, evaluating, and sustaining improvements

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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