

Workplace Ethics PowerPoint Assignment

1. Use the headings below to create a PowerPoint Assignment about ethics in the workplace
2. Each heading requires a separate slide (12 slides minimum)
3. **Each slide must have a minimum of three bullet points and at least one graphic**
4. You will have to go online and do some research about Workplace Ethics.

Headings:

1. Cover Slide – Your Intro Slide
2. What are Workplace Ethics?
3. Examples of Workplace Ethics
4. “Doing what you believe to be right is doing the right thing whatever the trouble costs”
 - a. Explain what this quote means on your slide.
5. Be Punctual
6. Use Your Time Wisely
7. Be a Consistent Worker
8. Be Positive
9. Be Courteous
10. Be Well-Groomed
11. Be Business-like and Honest
12. Be Mature in Problem Situations

Final Steps: Check your work for spelling/grammar.

**When finished, save your slideshow in your segment 1 folder as:
EthicsPresentation.FirstName.Last.Name**

Print your slideshow using the Xerox 6605 and turn in to Mr. Mandl for grading.