**SOCIAL LITERACY : EXERCISES**

Module (title and number):***professional integrity: EXERCISE N° 1***

**INTRODUCTION :**

***“****To me professional integrity is all about making the right choices in regards to the good of the company and the people around you. This decision should not negatively affect anyone. Professional integrity involves being ethical. By ethical I mean acting in a manner that is fair and responsible. Professional integrity also means making decisions in the frame of mind as to what is right, instead of what will make me look better than others, or what will get me that promotion. Professional integrity also has an aspect of responsibility to it. You need to be responsible to your fellow co-workers, your company, and your clients. There should be no question as to whether they can count on you when they need to; Personal integrity is more focused on the values that the person holds that do not directly affect their work life. Professional integrity however is probably not easy to have if you do not have personal integrity. This is because a lot of what is considered professional integrity is actually an extension of personal integrity into the workforce. Except in the professional setting it is less about the individual, and more about the company, and being successful.*

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*Published by Mateo November 9, 2009*

1. Module (title and number):
2. **Exercise name**: **GETTING WORK DONE ON TIME**
3. **Purpose:**

First example : Being responsible in getting work done on time is very important to show professional integrity.

1. **Duration/Time frame:**

45 mn

1. **Participants:**

Public staff (ex : National agency for job seeking) or social workers

1. **Group size:**

4/6

1. **Material:**

Paper, paper-board

1. **Methods:**

-questions/answers

-discussions

1. **Description:**

You are asked to execute a work within a fortnight : you have to compile statistics on the number of job-seekers whom you personally followed over the last 3 months. To this,you have to proceed by several stages: collect all the files, list the criteria which you are asked to take into account, to create boards and a final presentation Powerpoint display.

-How will you show and apply your professional integrity?  
-Which values will you respect to perform your mission?  
-What type of organization are you going to set up?  
-What are the risks of not performing your mission ?

1. **Advice for Trainer**

You really have to take into account all the answers, the reactions of the participants. This will help them to succeed in elaborating their own definition of the professional integrity

1. **Source/Literature**

« How to measure and improve integrity” by Ryan Farley September 23, 2008

1. **Handouts**
2. **Contributor** (partner):

INSUP