Title: Getting work done on time

Exercise Code: SLINSUP009

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| Modules: | Group size: | Duration: |
| 4. Professional Integrity | **Small group** | 45 min |

**Purpose:**

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

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

**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 ?

**Material:**

Paper, paper-board

**Methods:**

questions/answers

-discussions

**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

**Source/Literature:**

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

**Handouts:**

Everyone built a personal definition of professional integrity and use it as a reminder.