



Executive Session

OVERVIEW

This session will provide organizational leadership with an understanding of its role in maintaining a civil, inclusive and professional workplace. As key agents of the organization, leaders have special responsibilities in terms of their actions, what they communicate, and how they deal with issues on a daily basis. Using selected segments from ELI's award-winning Civil Treatment® for Leaders program to validate key learning points, the session illustrates the business benefits and consequences arising from workplace conduct and how to minimize compliance risks.

LEADERSHIP RESPONSIBILITIES

Senior leaders have responsibilities that include and also exceed those of other managers. When they act, the organization acts. Leaders must recognize that issues affecting the work environment are no different than other business issues they are required to handle: they have a significant impact on the organization's mission, values, reputation, and business success. To help leaders understand the full scope of their responsibilities and the link between behavior and business success, this presentation addresses leadership roles in:

- Setting and communicating standards and policies
- Serving as role models for workplace behavior in line with the organization's values and cultural expectations
- Maintaining a professional work environment in the leader's area of responsibility
- Acting when made aware of conduct that violates law, policy, or safety
- Holding others accountable for adhering to policy and standards

BUSINESS CONSEQUENCES

There are a range of positive business consequences that compel leaders to maintain and communicate proper standards of conduct as a key ingredient of corporate citizenship. On the other hand, negative consequences can result when these principles are not part of the organizational culture. During this session, leaders will learn how to apply a behavioral tool, the Prescriptive Rules®, to operationalize the organization's values and maintain an environment of teamwork, respect, and excellence at all levels. They will see firsthand how proper workplace conduct aligns with the organization's values, helps maintain and build the organization's brand, and increases morale and retention.

Leaders will also learn how to avoid the damaging consequences associated with improper conduct, including:

- Legal claims
- Adverse publicity
- Damage to the brand
- Negative impact on shareholder value



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MODEL LEARNING SEGMENTS

During the session, participants will:

- Apply the organization's values and policies to workplace issues
- Identify appropriate leadership behaviors and responses to a variety of workplace events
- Serve as jurors or witnesses in simulated employment claims
- Identify risks of various types of workplace conduct and action



Stephen M. Paskoff, Esq., is the founder, president and CEO of ELI®, a training company that teaches professional workplace conduct, helping clients translate their values into behaviors, increase employee contribution, build respectful and inclusive cultures, and reduce legal and ethical risk.

Mr. Paskoff is a nationally recognized speaker and author on workplace legal issues. He has written extensively on topics related to workplace compliance and legal issues and how to affect culture change in order to build lawful, professional operations that align with an organization's mission and values. In addition, Mr. Paskoff is the current Co-Chair of the ABA's Compliance Training and Communication Subcommittee, which explores best practices in training methodology as well as overall strategies for implementing learning and communication plans to maintain corporate compliance. He currently serves on the Editorial Board of Workforce Management magazine.

Prior to establishing ELI® in 1986, Mr. Paskoff was a trial attorney with the Equal Employment Opportunity Commission and a partner in a management law firm. He is a graduate of Hamilton College and the University of Pittsburgh School of Law and is a member of the Pennsylvania and Georgia bars.

For more information on ELI® Learning Solutions, contact your client representative at 1.800.497.7654 or eliinc.com