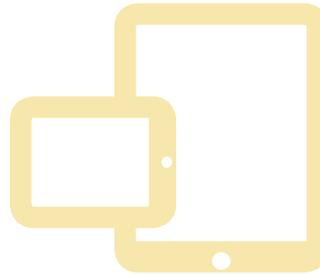# CIRMA E-Learning Center

Ethical Behavior for Elected Officials
Online Training Program

Our E-Learning Programs are FREE to all CIRMA members.

Course Description:

Being elected to public office is a great responsibility. Your fellow citizens have shown they have trust and confidence in your ability to represent their interests with integrity. However, being an elected official also puts you in the public spotlight. As a result, the realities of serving your community as an elected official in the 21st-century can be imposing. You must understand the implications early in your political career. While spontaneity can be a good thing for most people, when it comes to public office, it is probably wiser to choose your words and your actions carefully. An off-the-cuff remark or action can be harmful to you, even when there was no bad intent on your part. The most important reason for ethical behavior, however, is because it's the right thing to do.

This course will provide learners with an understanding of basic ethical standards found in most communities, how to make decisions when issues aren't black or white as well as what the consequences of even a perception of a breach of ethics can be.

Time: Approximately 30 minutes   Preview Ethical Behavior for Elected Officials online training program here.

Learning Objectives:

- Define "ethical behavior" as it relates to elected officials
- Recognize why even the perception of impropriety can be damaging to your reputation and career
- Identify methods for determining whether an action is ethical when there is no black and white answer readily available to you

Key Topics Include:

- The Realities of Public Office
- Perception Defines Reality
- The Most Important Reason for Ethical Behavior
- Why Codes of Conduct Require Documentation
- Why Are Expectations Different?
- Code of Ethics
- Consider Appearances
- Potential Conflicts of Interest
- Divulging Confidential Information

- Ethics Checklist
- When Things Aren't Black or White
- Fulfilling Your Responsibilities

To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —

www.CIRMATraining.org

To register for this course, please contact your organization's E-Learning Administrator.

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