

Title	Ethical Standards in Real Estate
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Time	Unit Title	Section	Learning Objectives
10	Preamble	Reading Assignment	<ul style="list-style-type: none"> <li>The licensee will learn the golden rule, as well as be able to maintain &amp; improve the standards of the profession.</li> </ul>
30	Respect, Responsibility, Results	Reading Assignment	<ul style="list-style-type: none"> <li>Understand the definitions and applicability of each</li> <li>Realize importance of your actions and how they relate to your daily activities</li> <li>Learn what aspects of business cannot be compromised</li> <li>Understand what are the universal norms</li> <li>The licensee will learn the standards of practice and be able to explain the duties, conduct, and fiduciary conduct that relate to all portions in a real estate transaction.</li> </ul>
20	Stating your Objection and Concern	Reading Assignment	<ul style="list-style-type: none"> <li>Understand how to say "No" with tact.</li> <li>Understand how to propose alternative actions that are ethical</li> <li>Learn Importance of seeking assistance from higher authority</li> </ul>
20	Ethical Action Test	Reading Assignment	<ul style="list-style-type: none"> <li>Learn self-evaluation tests to take when determining ethical action</li> <li>Review self assessment for ethics and implications of results</li> </ul>
30	Respect Organizational Resources	Reading Assignment	<ul style="list-style-type: none"> <li>Learn and understand how to approach situations</li> <li>Understand importance of company's mission</li> <li>Understand how to take the initiative to learn laws and regulations and your role in doing the right thing</li> <li>Realize importance of keeping ethics a part of daily discussions in the workplace</li> <li>Learn how to disseminate information to employees telling them resources to use</li> </ul>
20	Leaders Modeling Ethical Behavior	Reading Assignment	<ul style="list-style-type: none"> <li>Understand relevance of effective codes and standards for raising concerns and retaliation</li> <li>Understand how to report unethical behaviors of co-workers and importance of encouraging employees to report misconduct in good faith</li> </ul>
10	Ethics Enforcement Process	Reading Assignment	<ul style="list-style-type: none"> <li>The licensee will learn who can file a complaint and what is the process and parties of rights rights.</li> </ul>
20	Code Standards on Retaliation	Reading Assignment	<ul style="list-style-type: none"> <li>Understand detrimental effect that fear of retaliation has on open communications in the workplace</li> <li>Learn how to provide examples of formal and informal retaliation and correct communication of consequences to employees</li> <li>Understand importance of creating an Open and Non-Retaliatory workplace</li> </ul>
20			
180	Total Minutes		
3 Hours	Total Time		