



**FREEDOM ENGLISH ACADEMY**  
**COACHING FOR PROFESSIONAL JOBS**

# STM 22 - Integrity at work

## Duration: 2 Days

v23.5.19

### **Objectives:**

- Participants should be able to understand the concept of integrity.
- Participants should be able to observe the importance of integrity in their personal and professional lives.

### **Ideal for:**

DBMs and BMS

### **Material Required:**

- Chart paper
- Stationery items
- Balloons & videos

# STM 22 - Integrity at work

## Day 1

Time	Objectives	Activities
9:00 - 11:00AM	Introduction & defining integrity	<p>Introduce yourself and welcome the participants to the workshop.</p> <p>Set the ground rules. Participation is a must.</p> <p>Get participants to introduce themselves through an icebreaker. You can also request participants to share what they know about the word 'integrity.'</p> <p>This will give you an idea about the understanding of the topic at hand.</p> <p>Mind map (Brainstorm): Form groups for this activity. Request participants to brainstorm and come up with a mind map of what they think "integrity" means. Encourage them to think about words that come to mind when they think of the word, "integrity." Let them brainstorm and then zoom in on key words. (Trust, honesty...). They can make charts or come up with collages to depict their mind maps. Provide old magazines for pictures. The objective is to see if they can tell what integrity looks/ feels like to them.</p> <p>Request each group to come up with three subcategories for each keyword that they have come up with.</p> <ul style="list-style-type: none"> <li>• Example of a person who displays that keyword.</li> <li>• How that person is able to display it.</li> <li>• How does that have an impact on you? How does that make you feel?</li> </ul> <p>They should then put these charts up on the wall where they can be seen.</p>
11:00 - 11:15AM	<b>Tea Break</b>	
11:15 - 12:00PM	How trust works	<p><b>Activity 1: (I think I trust you)</b></p> <p>Request participants to form pairs. Let the participants know that this is going to be a trust game. Each pair will perform one at a time. One of them has to stand in front of the other facing the other way and free fall. The other one has to catch his / her partner before he / she hits the ground.</p>

		<p>Discussion points:</p> <ul style="list-style-type: none"> <li>• Was it difficult to trust the person standing behind you?</li> <li>• Why did you pick that person as a partner?</li> <li>• Would you like to try that with some other person? Why / why not?</li> <li>• How does trust work in our work environment?</li> <li>• Trust is the building block for integrity.</li> </ul> <p>Please be cautious when you run this activity. Keep away from table edges and do the trust game one team at a time.</p>
12:00 - 1:00PM	Why trust is important & how we perceive trust.	<p><b>Why trust?</b>  <b><i>Take examples of trust in real life. What is the need to trust?</i></b>  Take this time to discuss what trust really means and how one gains it.  Discussion points:</p> <ul style="list-style-type: none"> <li>• How do we trust?</li> <li>• Who do we trust?</li> <li>• How do people trust us?</li> <li>• Are we always correct?</li> <li>• How can we get people to trust us?</li> <li>• Will that affect the way we work?</li> <li>• What are the mechanisms at work in place to measure trustworthiness?</li> <li>• Are these measures affective? Do you have any suggestions?</li> <li>• How does dishonesty play a part?</li> <li>• Have you ever been dishonest at work? How did you feel about that?</li> </ul> <p><b><i>The objective is to get people to understand why trust is important and how we perceive it. Trust is the foundation for all relationships, personal or professional.</i></b></p>
1:00 - 1:45PM	<b>Lunch</b>	
1:45 - 2:00PM		<p><b>Energizer: Stepping in.</b>  Divide the group into three teams. Make a square on the floor using tape. Ask the team to step into the square. They should then step out and make the square smaller. Then step back again. Continue till the participants are almost holding on to each other to stay in the square. Works as a good energizer. You can also revisit teamwork since integrity rolls up to that eventually.</p>

2:00 - 2:30PM	How brands build trust	<p><a href="https://www.youtube.com/watch?time_continue=26&amp;v=T6M12SruZJM">https://www.youtube.com/watch?time_continue=26&amp;v=T6M12SruZJM</a> – Maggi add.</p> <p>Continue the discussion on the need to trust.</p> <ul style="list-style-type: none"> <li>• Why is it a need?</li> <li>• What does trust look and feel like?</li> <li>• How brands are built on trust (ISI marks...)</li> </ul> <p>Move the discussion to why we don't trust people.</p> <ul style="list-style-type: none"> <li>• Possible responses:</li> <li>• Experiences</li> <li>• Incompetence</li> <li>• Personal bias</li> <li>• Consistent let downs</li> </ul> <p>Discuss how consistent behavior patterns are crucial in deciding who we trust and how much.</p>
2:30 – 3:00PM	How trust and integrity are related.	<p><b>Video: Sachin Tendulkar and Ricky Ponting</b>  <a href="https://www.youtube.com/watch?v=vhovRGd6ImI">https://www.youtube.com/watch?v=vhovRGd6ImI</a></p> <p>Discuss how we have a certain perception about integrity and how we link this perception with specific people.</p> <ul style="list-style-type: none"> <li>• Would you like to work under leaders who don't have integrity?</li> <li>• Do you think you will be able to work well as leaders if you lack integrity?</li> <li>• Discuss how personal bias plays a role. Most of us think that Australians cheat on the field.</li> </ul> <p>Then play this video.  <a href="https://www.youtube.com/watch?v=RE2UkkEI6o">https://www.youtube.com/watch?v=RE2UkkEI6o</a></p> <p>Discuss:</p> <ul style="list-style-type: none"> <li>• Simple display of integrity goes a long way.</li> <li>• What if he hadn't walked? Would we have remembered the incident the same way?</li> <li>• Why do people display inconsistencies in values?</li> </ul>
3:00-4:00PM	How honesty affects work and its quality	<p><a href="http://www.youtube.com/watch?v=DVuNzFkgfDo">http://www.youtube.com/watch?v=DVuNzFkgfDo</a></p> <p>Discuss:</p> <ul style="list-style-type: none"> <li>• How dishonesty can affect the quality of work.</li> <li>• Why do people lie?</li> <li>• What does dishonesty feel like?</li> <li>• How temptation plays a role in our lives.</li> <li>• Has anyone ever been tempted to do the wrong thing at work? What did it result in?</li> </ul>

		<ul style="list-style-type: none"> <li>• What if you were not a part of the plot, but you were aware of it?</li> <li>• How to overcome temptation</li> <li>• What should we do if we observe something that is not right? How will that affect the person in question?</li> <li>• Who will get affected if you don't share that information?</li> </ul> <p><b>Untangle game: Discuss how one lie will lead to another. How do lies impact relationships?</b></p> <p>Once this has been discussed, move the conversation from looking at others to looking at ourselves. How trustworthy are we? Do we fit into the perfect mold that we have made for others? Should we expect more from others than we expect from ourselves?</p>
4:00 - 4:15PM	<b>Tea Break</b>	
4:15 - 5:00PM	Self-reflection	<p><b>How trustworthy am I? (Activity)</b></p> <p>Request participants to make a chart for themselves where they can measure how trustworthy they are. Request them to come up with examples that they have displayed where they can be deemed trustworthy. Also request them to mention incidents where the situation was otherwise. Ask them to rate themselves on a scale of 1 to 10.</p> <p>Encourage a few participants to share their evaluations of themselves with the larger group. Acknowledge without judging or questioning the incidents shared by the participants.</p> <p>Once the activity is over, play this video to close the day.  <a href="http://www.youtube.com/watch?v=ODMzK4eGdY">http://www.youtube.com/watch?v=ODMzK4eGdY</a>  - Trustworthy.</p> <p>Request participants to reevaluate themselves. Check to see if any changes were made to the previous evaluation.</p> <p><b>The objective for the day is to ensure that participants are able to understand terms that they came up with at the start of the day. (Trust, honest and dishonesty)</b></p>
5:00 - 6:00PM	<b>Reading &amp; Book Discussion</b>	

## Day 2

Time	Objectives	Activities
9:00 – 11:00AM	How integrity affects society	<p><b>Pinocchio’s nose:</b> Prepare conical paper noses for participants and request them to wear the noses. They have to keep the noses on all day and have to keep adding to their noses if they lie during the course of the day. Recap what was covered the other day and check for understanding.</p> <p><a href="http://www.youtube.com/watch?v=PR5nSdq7qf8">http://www.youtube.com/watch?v=PR5nSdq7qf8</a>– Milk.</p> <p><b>Discuss:</b></p> <ul style="list-style-type: none"> <li>• What does the video depict?</li> <li>• What were the options available to the Indian?</li> <li>• What would have been the results?</li> <li>• If you were he, what would you have done? (Keep a track on the nose)</li> <li>• What are some of the specifics about integrity and ways to display it?</li> </ul> <p>(ownership, keeping a promise...) From here you can transition into Keeping a promise.</p>
11:00 - 11:15AM	<b>Tea Break</b>	
11:15 - 12:15PM	Keeping a promise and integrity	<p><b>Keeping a promise:</b> <a href="http://www.youtube.com/watch?v=jS-7PzNlqI">http://www.youtube.com/watch?v=jS-7PzNlqI</a></p> <p>Discuss:</p> <ul style="list-style-type: none"> <li>• What promises do we make daily?</li> <li>• What is our promise to the organization, society and ourselves?</li> <li>• Are we going to keep that promise?</li> <li>• Have we ever failed in keeping a promise? How did we feel about not keeping it?</li> <li>• How did we feel about keeping a promise?</li> <li>• How does this impact work?</li> <li>• Is there a way to ensure that we keep our promises? What is the way?</li> <li>• What should we do if we feel that we can’t keep a promise?</li> <li>• Do we have a responsibility to our society?</li> <li>• Do you think we have made a promise to all the students that we interact with daily? What promise is that?</li> </ul>

		<p>Further discussion:</p> <ul style="list-style-type: none"> <li>• What are ways in which we can keep a promise?</li> <li>• How does this affect integrity?</li> <li>• What is ownership?</li> </ul> <p>Transition into the next quality: ownership.</p>
12:15 - 1:00PM	Taking ownership	<p><a href="http://www.youtube.com/watch?v=oY2Grr9hilQ">http://www.youtube.com/watch?v=oY2Grr9hilQ</a></p> <p>Discussion points:</p> <ul style="list-style-type: none"> <li>• How are ownership and integrity related?</li> <li>• How are integrity and teamwork related?</li> <li>• Is ownership the same thing as "going the extra mile?" Or is it simply about meeting expectations?</li> <li>• Take examples from the participants. Ask them if they have had opportunities to display ownership.</li> <li>• Is ownership a value that can be used to decide the trustworthiness of a person? How?</li> </ul>
1:00 - 1:45 PM	<b>Lunch Break</b>	
1:45 - 2:15PM		<p><b>Energizer: Balloon ball</b></p> <p>Divide the group into two teams. Give each team a packet of balloons. Designate "goals." (Opposite walls should work). The teams have to fill the balloons and run to the other team's goal. They have to score as many goals as possible. Each team has to keep a count of the number of goals scored.</p> <p>In addition to working as an energizer you can use this for a discussion as well on honesty and teamwork.</p>
2:15 - 2:45PM	Simple ways to display integrity	<p><b>Video:</b> <a href="http://www.youtube.com/watch?v=-UUT6nWbyik">http://www.youtube.com/watch?v=-UUT6nWbyik</a></p> <p>Discuss:</p> <ul style="list-style-type: none"> <li>• What are some of the simple ways to display integrity?</li> <li>• Were the steps in the video really simple?</li> <li>• Take real situations and experiences from the participants.</li> <li>• How is providing incorrect information harmful. Is it a poor display of integrity?</li> </ul> <p>Transition into spreading rumors.</p>

2:45 - 3:45PM	How rumors affect integrity	<a href="http://www.youtube.com/watch?v=zwoN-PWzw64">http://www.youtube.com/watch?v=zwoN-PWzw64</a>  Discussion points: <ul style="list-style-type: none"> <li>• How do rumors spread?</li> <li>• Do they have to do with inaccurate information?</li> <li>• How can inaccurate information sharing be stopped?</li> <li>• Is accurate information sharing part of trustworthiness?</li> <li>• Link trustworthiness to integrity (again).</li> <li>• How is this relevant at work?</li> </ul> <p>How is inaccurate information passed on? (Did not hear the message, did not understand the message, etc.)</p>
3:45 - 4:00PM	It's never too late to start a life of integrity	It is never too late. (Story time) Take printouts of the stories and share them one at a time. Share the first story (Appendix 1)
4:00 - 4:15PM	<b>Tea Break</b>	
4:15 - 4:45PM	It's never too late to start a life of integrity	Share the second story and take reactions.  Discuss how integrity is a matter of choice.
4:45 - 6:00PM		Discuss the importance of Integrity and everything else that has been discussed in the workshop.  <b>Personal plan:</b> Request participants to now draw personal plans for themselves. Ask them how they can incorporate this important value in their lives. A few questions that they can address are: <ul style="list-style-type: none"> <li>• How will integrity help you in your personal life and in your professional life?</li> <li>• What are things that you can do to inculcate and display this value at work?</li> </ul> <p>Make a promise to yourself and submit it to the trainer after you have reviewed it. The trainer should then send these letters to the managers.</p>

# Appendix 1

Source: <https://www.snopes.com/fact-check/empire-of-the-son/>

## Story 1: Easy Eddie

In Chicago, there was a man named Easy Eddie. He was working for a man you've all heard about, Al Capone. Al Capone wasn't famous for anything heroic, but he was notorious for the murders he'd committed and the illegal things he'd done. Easy Eddie was Al Capone's lawyer, and he was very good. In fact, because of his skill, he was able to keep Al Capone out of jail.

To show his appreciation, Al Capone paid him very well. He not only earned big money, he would get extra things, like a residence that filled an entire Chicago city block. The house was fenced, and he had live-in help and all of the conveniences of the day.

Easy Eddie had a son. He loved his son and gave him all the best things while he was growing up: clothes, cars, and a good education. And because he loved his son he tried to teach him right from wrong. But one thing he couldn't give his son was a good name, and a good example.

Easy Eddie decided that this was much more important than all the riches he had given him. So, he went to the authorities in order to rectify the wrong he had done. In order to tell the truth, it meant he must testify against Al Capone, and he knew that Al Capone would do his best to have him killed.

But he wanted most of all to try to be an example and to do the best he could to give back to his son, a good name. So he testified. Within the year, he was shot and killed on a lonely street in Chicago.

## Story 2: Butch O'Hare

During the course of World War II, many people gained fame in one way or another. One man was Butch O'Hare. He was a fighter pilot assigned to an aircraft carrier in the Pacific. One time his entire squadron was assigned to fly a particular mission. After he was airborne, he looked at his fuel gauge and realized that someone had forgotten to top off his fuel tank. Because of this, he would not have enough fuel to complete his mission and get back to his ship. His flight leader told him to leave formation and return.

As he was returning to the mother ship, he could see a squadron of Japanese Zeroes heading toward the fleet to attack. And with all the fighter planes gone, the fleet was almost defenseless. His was the only opportunity to distract and divert them. Single-handedly, he dove into the formation of Japanese planes and attacked them. The American fighter planes were rigged with cameras, so that as they flew and fought, pictures were taken so pilots could learn more about the terrain, enemy maneuvers, etc. Butch dove at them and shot until all his ammunition was gone, then he would dive and try to clip off a wing or tail or anything that would make the enemy planes unfit to fly. He did anything he could to keep them from reaching the American ships. Finally, the Japanese squadron took off in another direction, and Butch O'Hare and his fighter, both badly shot up, limped back to the carrier.

He told his story, but not until the film from the camera on his plane was developed, did they realize the extent he really went to, to protect his fleet. He was recognized as a hero and given one of the nation's highest military honors. And as you know, the O'Hare Airport was also named after him.