A*S*K Fundamentals of Ethics

Pre-Test Code: 8254
Post-Test Code: 8253
Version: 01

Specific Competencies and Skills Tested in this Assessment:

**Business Law**
Comply with the spirit and intent of laws and regulations

**Communication Skills**
Demonstrate active listening skills

**Customer Relations**
Explain the role of ethics in customer relationship management

**Economics**
Explain the nature of business ethics

**Emotional Intelligence**
Describe the nature of emotional intelligence
Recognize and overcome personal biases and stereotypes
Assess personal strengths and weaknesses
Demonstrate responsible behavior
Demonstrate honesty and integrity
Demonstrate fairness
Demonstrate ethical work habits
Take responsibility for decisions and actions
Build trust in relationships
Explain reasons for ethical dilemmas
Manage commitments in a timely manner
Develop tolerance for ambiguity
Explain the use of feedback for personal growth
Show empathy for others
A*S*K Fundamentals in Ethics – (continued)

**Emotional Intelligence (continued)**
- Explain the nature of effective communications
- Foster open, honest communication
- Persuade others
- Demonstrate negotiation skills
- Use conflict-resolution skills
- Participate as a team member
- Use consensus-building skills
- Explain the concept of leadership
- Explain the nature of ethical leadership
- Determine personal vision
- Demonstrate adaptability
- Develop an achievement orientation
- Lead change
- Enlist others in working toward a shared vision
- Coach others
- Recognize/ Reward others for their efforts and contributions
- Treat others with dignity and respect
- Foster positive working relationships
- Assess long-term value and impact of actions on others
- Explain the nature of organizational culture
- Assess risks of personal decisions
- Assess personal behavior values
- Inspire others
- Use power appropriately
- Describe the nature of ethics
- Challenge the status quo
- Motivate team members
- Exhibit cultural sensitivity
- Model ethical behavior

**Financial Analysis**
- Discuss the role of ethics in accounting
- Discuss the role of ethics in finance

**Human Resources Management**
- Explain the role of ethics in human resources management

**Information Management**
- Explain the role of ethics information management

**Operations**
- Discuss the role of ethics in operations
- Monitor projects and take corrective actions
- Evaluate project success
- Identify resources needed for project
Operations (continued)
Plan project

Professional Development
Set personal goals
Explain the need for innovation skills
Make decisions
Use time-management skills
Follow rules of conduct

Written Assessment:
Administration Time: 100 minutes
Number of Questions: 100

Areas Covered:

- 2% Business Law
- 3% Communication Skills
- 2% Customer Relations
- 1% Economics
- 70% Emotional Intelligence
- 3% Financial Analysis
- 2% Human Resource Management
- 1% Information Management
- 8% Operations
- 8% Professional Development