

ADDYIC TA INSTITUTE
Center for Emerging Leadership
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“DEVELOPING A CODE OF CONDUCT”

- I. Introduce topic of Code of Conduct
 - A. Define term “code of conduct”
 - 1. When you hear the word “Code”, what does that mean to you?
 - 2. What about the word “Conduct”?
 - B. Discuss why it is important
 - 1. How it can guide people in their jobs (put on board with input from all of the participants)
 - 2. Discuss when/why a Code of Conduct is utilized across businesses/organization.
 - 3. How could it be helpful for an Emerging Leader or Peer Mentor in their job?

- II. Participant Discussion/use whiteboard
 - A. What standards do you think an Emerging Leader or Peer Mentor should meet/reach for/subscribe to?
 - B. Are any “non-negotiable”?
Discuss ideas behind each concept; list on board.

- III. Assignment: emerging leaders/peer mentors to take the Lesson Plan and CEL Code of Conduct to their respective organizations. Lead a workshop for emerging leaders/mentors to develop a code for their organization with their group’s input- write out fully into complete sentences that capture the ideas of the group; bring to the organization’s next Advisory Team meeting; ask the Advisory Team for their input, including director, coordinator. Utilize as part of their training/curriculum.

CEL Code of Conduct

- ❖ Be on Time/Prompt
- ❖ Being Responsible: including timely communication/follow through
- ❖ Actively Seek Feedback: to improve the quality of mentoring activities
- ❖ Function as a Positive Role Model
- ❖ Maintain Professional Boundaries
- ❖ Communicate Respect: including protecting privacy/confidentiality
- ❖ Golden Rule: Treat others as you would like to be treated
- ❖ Become knowledgeable about other's disabilities, how it might affect them.
- ❖ Learn About Solutions/Resources to Share with Others
- ❖ Deal with Problems Directly and Constructively
- ❖ Accept Feedback from Supervisors and Co-Workers
- ❖ Work Collaboratively as a Team with other CEL Mentors and Staff
- ❖ Be Flexible
- ❖ Abide by Established Rules and Procedures: i.e. Peer Mentor Agreement