



**CAREER CLUSTER**  
Business Management and  
Administration

**INSTRUCTIONAL AREA**  
Emotional Intelligence

## **BUSINESS LAW AND ETHICS TEAM DECISION MAKING EVENT**

### **PARTICIPANT INSTRUCTIONS**

- The event will be presented to you through your reading of the 21<sup>st</sup> Century Skills, Performance Indicators and Case Study Situation. You will have up to 30 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 10 minutes to make your presentation to the judge (you may have more than one judge), followed by up to 5 minutes to answer the judge's questions. All members of the team must participate in the presentation, as well as answer the questions.
- You will be evaluated on how well you demonstrate the 21<sup>st</sup> Century Skills and meet the performance indicators of this event.
- Turn in all of your notes and event materials when you have completed the event.

### **21<sup>st</sup> CENTURY SKILLS**

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- Critical Thinking – Reason effectively and use systems thinking.
- Problem Solving – Make judgments and decisions, and solve problems.
- Communication and Collaboration – Communicate clearly and show evidence of collaboration.
- Creativity and Innovation – Show evidence of creativity.

### **PERFORMANCE INDICATORS**

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- Describe the nature of ethics.
- Explain reasons for ethical dilemmas.
- Recognize and respond to ethical dilemmas.
- Explain the nature of effective communications.
- Choose and use appropriate channel for workplace communication.
- Maintain the confidentiality of others.
- Demonstrate responsible behavior.

## CASE STUDY SITUATION

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You are to assume the roles of the human resources director and the operations director at BRAXTON PRODUCTIONS, a company that provides event production services for businesses and organizations. The president of the company (judge) has asked you to determine if an employee's actions are ethical, how to respond to the actions, and how to communicate any changes in processes to staff.

Employees at BRAXTON PRODUCTIONS travel often. Directors of each department have company credit cards. Employees can choose to book airline tickets themselves and have BRAXTON PRODUCTIONS reimburse the cost or employees can choose to have their director purchase airline tickets on the company credit card.

The president (judge) was told in confidence that a director has been purchasing their entire department's airline tickets on a personal credit card, not giving the employee a choice. The person that communicated this information to the president (judge) feels it is unethical because the director receives point rewards from the personal credit card that will be used for personal gain, rather than giving individual employees a choice.

The president (judge) has asked you to analyze the situation and determine the following:

- If the director's actions are ethical
- Reasons for ethical dilemma
- How to respond to the person that communicated the information to the president (judge)
- How to respond to the accused director
- A new air travel expense policy
- Methods to communicate new travel expense policy to staff

You will present your analysis and recommendations to the president (judge) in a meeting to take place in the president's (judge's) office. The president (judge) will begin the meeting by greeting you and asking to hear your analysis. After you have presented your analysis and recommendations and have answered the president's (judge's) questions, the president (judge) will conclude the meeting by thanking you for your work.

## JUDGE INSTRUCTIONS

### DIRECTIONS, PROCEDURES AND JUDGE ROLE

1. Team members, assuming the role of a management team for the business represented, will analyze a case situation related to the chosen career area. The team will make decisions regarding the situation, and then make an oral presentation to the judge. The role of the judge is that of an executive for the business.
2. Participants will have a 30-minute preparation period and may make notes to use during the role-play.
3. During the first 10 minutes of the presentation (after introductions), the team will present their analysis, their decisions and the rationale behind the decisions. Allow the teams to complete this portion without interruption, unless you are asked to respond.
4. During the next 5 minutes, you may ask questions of the team to determine their understanding of the situation presented. Each member of each team should respond to at least one question. To ensure fairness, you must ask each team the same questions. After asking the standard questions, you may ask other questions for clarification specific to the current team.

### JUDGE CHARACTERIZATION

You are to assume the role of president of BRAXTON PRODUCTIONS, a company that provides event production services for businesses and organizations. You have asked the human resources director and operations director (participant team) to determine if an employee's actions are ethical, how to respond to the actions, and how to communicate any changes in processes to staff.

Employees at BRAXTON PRODUCTIONS travel often. Directors of each department have company credit cards. Employees can choose to book airline tickets themselves and have BRAXTON PRODUCTIONS reimburse the cost or employees can choose to have their director purchase airline tickets on the company credit card.

You were told in confidence that a director has been purchasing their entire department's airline tickets on a personal credit card, not giving the employee a choice. The person that communicated this information to you feels it is unethical because the director receives point rewards from the personal credit card that will be used for personal gain, rather than giving individual employees a choice.

You have asked the human resources director and the operations director (participant team) to analyze the situation and determine the following:

- If the director's actions are ethical
- Reasons for ethical dilemma
- How to respond to the person that communicated the information to you
- How to respond to the accused director
- A new air travel expense policy
- Methods to communicate new travel expense policy to staff

The participant team will present information to you in a role-play to take place in your office. You will begin the role-play by greeting the participant team and asking to hear about their ideas.

During the course of the role-play, you are to ask the following questions of each participant team:

1. How can you accomplish these goals while keeping the source confidential?
2. What are potential concerns of giving each employee a company credit card?
3. What are the benefits of giving each employee a company credit card?

Once the human resources director and the operations director (participant team) have presented information and has answered your questions, you will conclude the role-play by thanking the human resources director and the operations director (participant team) for the work.

You are not to make any comments after the event is over except to thank the participants.

## EVALUATION INSTRUCTIONS

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The participants are to be evaluated on their ability to perform the specific performance indicators stated on the cover sheet of this event and restated on the Judge's Evaluation Form. Although you may see other performance indicators demonstrated by the participants, those listed in the Performance Indicators section are the critical ones you are measuring for this particular event. The maximum score for the evaluation is 100 points. The presentation will be weighted twice (2 times) the value of the exam scores.

### Evaluation Form Interpretation

The evaluation levels listed below and the evaluation rating procedures should be discussed thoroughly with your event director and the other judges to ensure complete and common understanding for judging consistency.

<b>Level of Evaluation</b>	<b>Interpretation Level</b>
Exceeds Expectations	In any category, in your opinion, the information is presented effectively and creatively; nothing more could be expected of an employee.
Meets Expectations	Information is presented well. Though there may be a few minor problems or omissions, they are not significant. Creativity, however, is not shown to any great degree. A combined score of 70 or better will earn the participant team DECA's Certificate of Excellence at ICDC.
Below Expectations	Information presented does not meet minimum standards of acceptability.
Little/No Value	Either some major flaw has been noted that damages the effectiveness of the presentation (this may be a major omission, a serious misstatement or any other major flaw) or that the information presented is of no value (does not help the presentation at all).



## BUSINESS LAW AND ETHICS TEAM DECISION MAKING 2020

**JUDGE'S EVALUATION FORM**  
DISTRICT EVENT

Participant: \_\_\_\_\_

**INSTRUCTIONAL AREA:**  
Emotional Intelligence

Participant: \_\_\_\_\_

ID Number: \_\_\_\_\_

Did the participant team:

		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
<b>PERFORMANCE INDICATORS</b>						
1.	Describe the nature of ethics?	0-1-2-3	4-5-6	7-8	9-10	
2.	Explain reasons for ethical dilemmas?	0-1-2-3	4-5-6	7-8	9-10	
3.	Recognize and respond to ethical dilemmas?	0-1-2-3	4-5-6	7-8	9-10	
4.	Explain the nature of effective communications?	0-1-2-3	4-5-6	7-8	9-10	
5.	Choose and use appropriate channel for workplace communication?	0-1-2-3	4-5-6	7-8	9-10	
6.	Maintain the confidentiality of others?	0-1-2-3	4-5-6	7-8	9-10	
7.	Demonstrate responsible behavior?	0-1-2-3	4-5-6	7-8	9-10	
<b>21<sup>st</sup> CENTURY SKILLS</b>						
8.	Reason effectively and use systems thinking?	0-1	2-3	4	5-6	
9.	Make judgments and decisions, and solve problems?	0-1	2-3	4	5-6	
10.	Communicate clearly and show evidence of collaboration?	0-1	2-3	4	5-6	
11.	Show evidence of creativity?	0-1	2-3	4	5-6	
12.	Overall impression and responses to the judge's questions	0-1	2-3	4	5-6	
<b>TOTAL SCORE</b>						