

Facilitating Skype Sessions

Option 2 – Coordinated individual viewing of video

This is the method that virtual teams have used for several years in which all participants view the videos through their own internet connection to the web player.

In the Meeting Invite

Send a Skype meeting request to the participants.

Attach the Voicing our Values Techniques pdf file to the invite. It can be found at <https://ethics.corp.lmco.com/Awareness Training> or <https://www.lockheedmartin.com/en-us/who-we-are/ethics/ethics-awareness-training-resources.html>.

Facilitating the Session

Screen Share – Share your screen of the web player open to help answer any Questions. Send in the chat the link to the web player at <https://ethics.corp.lmco.com/Awareness Training> or <https://www.lockheedmartin.com/en-us/who-we-are/ethics/ethics-awareness-training-resources.html>.

Sound and Video Check - When you are ready, ask each participant to acknowledge in the chat that their Skype app is working and they have the web player open and are ready to go.

If a participant is unable to hear or be heard, encourage them to dial into the meeting from their phone.

Provide directions on how to charge labor for the training session and how to acknowledge completion.

Choose “Languages” on the Main Menu of the online training to select a language other than English, if desired, and ask the participants to do the same.

Getting Started

Inform the Participants to Click “Introduction” on the Main Menu to launch the first video. Coordinate the launching of the video so that you all begin at the same time. Also, be sure to ask participants to mute their phone lines while the video plays.

Play the video segment which includes a message from Jim Taiclet and an overview of the session and the *Voicing our Values* Techniques.

Select a Case – After the introduction video completes, select the case you will discuss first. Inform the participants to navigate to the Case Menu by clicking the “Case Menu” item in the menu bar at the top of the screen or via the link below the video window. Coordinate with any virtual participants and click on “View This Case” to launch the video.

Play a case. When the video concludes, you may be prompted to click the “Discussion” link below the video to view the Discussion questions.

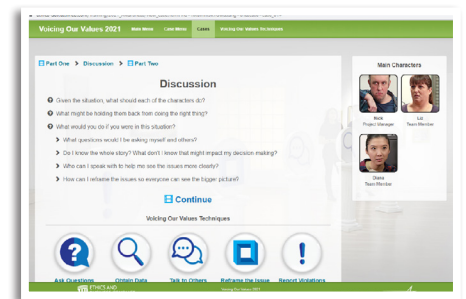


Discussion

Engage in a group discussion of the questions on the screen.

Encourage participants to ask questions or make comments in the chat feature.

Refer to the call participant list in the Skype window and encourage anyone who is not participating to offer their views.



Part 2 Video

Prepare to watch the closing video. Coordinate the launching of the video so that you all begin at the same time. Remind the participants to mute their phone lines while the video plays.

Click the “Continue” link beneath the discussion questions and then the Play icon to view the Part Two video.

Wrap-Up the discussion by asking participants how the scenario could occur at Lockheed Martin and adding any additional context or information from the case summary and Additional Resources page [page 32].

Return to the Case Menu.

Repeat the process to discuss additional cases.