

Facilitating Zoom Sessions

If some or all of the attendees are attending virtually, and you have access to creating or requesting a Zoom meeting, this option is recommended. Once the meeting has been scheduled, the leader needs only to access the online training via a browser to facilitate the training. The video and audio will be displayed to all participants in the Zoom meeting.

In the Meeting Invite

- Send a Zoom meeting request to the participants.
- Attach to the invite the Voicing our Values Techniques pdf files. 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>.
- Ask your participants to download the attachments before the meeting.

Settling In

Open the web player.

Screen Share – Share your screen of the web player by clicking on the green “Share Screen” button on the bottom of the screen. In selecting the screen (not the app) to show, check both the “Share sound” button and the “Optimize for video clip” button at the bottom of the window.

Screen resolution for the participants will clear as the video buffers.



Sound and Video Check - When you are ready, ask each participant to acknowledge in the chat that their Zoom app is working. If a participant is unable to hear or be heard, encourage them to dial into the meeting from their phone or open the web player themselves https://ethics.corp.lmco.com/Awareness_Training or <https://www.lockheedmartin.com/en-us/who-we-are/ethics/ethics-awareness-training-resources.html>.

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.

Prepare to watch the first video.

Running the Session

Click “Introduction” on the Main Menu to launch the first video.

Play the Introduction 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, 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. Select the case you will discuss first.

Play a case. When the video concludes, you may click the “Discussion” link above the video to view the Discussion questions if you the questions are not displayed automatically.

Discussion

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

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

Part 2 Video

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 (pages 20-31) and additional information on page 32.

Return to the Case Menu.

Repeat the process to discuss the next cases.