

Facilitation Dos and Don'ts

Facilitation Dos	Facilitation Don'ts
<p>Do send out a meeting notice to all participants well in advance of the scheduled session. Include labor charging direction.</p>	<p>Don't wait until the last minute to schedule your session to avoid unnecessary make-up sessions.</p>
<p>Do take the time to review the training materials, understand the Voicing Our Values Techniques, and select cases that are most relevant for your group. Your Ethics Officer can help you with this.</p>	<p>Don't wait until you're in the room to figure out how to facilitate the training.</p>
<p>Do know the name and phone number for your team's Ethics Officer. See "Your Ethics Officer". (https://ethics.corp.lmco.com/Your_Ethics_Officer)</p>	<p>Don't forget to encourage employees to contact their Ethics Officer at any time, even for advice.</p>
<p>Do test the computer you will use in the session before the meeting date. Call IT Service Desk at 800-435-7063 for assistance if needed.</p>	<p>Don't wait until the day of your session to test the computer and projection system you'll be using.</p>
<p>Do set the expectation that remote employees will use Skype or Zoom if that capability is available.</p>	<p>Don't forget to involve employees participating remotely.</p>
<p>Do take the initiative to get everyone involved in the activity and keep the conversation flowing around the room.</p>	<p>Don't let people "sit out" the session without participating, or allow one or two people to dominate the entire discussion.</p>

Internal: https://ethics.corp.lmco.com/Awareness_Training

External: <https://www.lockheedmartin.com/en-us/who-we-are/ethics/ethics-awareness-training.html>