

# 2021 ETHICS AWARENESS TRAINING

## FREQUENTLY ASKED QUESTIONS



ASK QUESTIONS



OBTAIN DATA



TALK TO OTHERS



REFRAME THE ISSUE



REPORT VIOLATIONS

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1. What is the training period for 2021 Ethics Awareness Training?
  2. Where do managers go to find the information that they need to lead a session?  
Is there one easy click?
  3. What are my responsibilities as a leader in facilitating the training?
  4. I reviewed the description of the four techniques on pages 16 and 17 of the Leader's Guide, but I still don't know if I understand the techniques used in the training. Where can I find more information?
  5. What should I do if my group disagrees with the resolution of a case?
  6. What should I do about training employees who couldn't attend either my training session or my make-up session, new employees, or anyone who returns from an extended leave late in the training cycle?
  7. Do I need to train the non-Lockheed Martin contract personnel who work with my team?
  8. What if my group is widely distributed? Am I still responsible for training everyone personally?
  9. Can I facilitate the annual ethics awareness training if I have not completed the course?
  10. Can employees participate in the training when it is facilitated by a leader other than their functional or matrix manager?
  11. Can my Ethics Officer or HR Business Partner train my teams?
  12. Why aren't the actors wearing masks?
  13. What is all this talk about the new Skype facilitating method?

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## **1. What is the training period for 2021 Ethics Awareness Training?**

Ethics Awareness Training for 2021 begins on May 11 when Chairman, President and CEO Jim Taiclet leads a training session with his leadership team. The training cascades through the organization with leaders first participating in their leader's session and then leading their own. Each business area will set its own required completion date, which will be sometime in August.

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## **2. Where do managers go to find the information that they need as leaders?**

### **Is there one easy click?**

Materials designed to help you successfully deliver this year's training are available on the Corporate Ethics website. [https://ethics.corp.lmco.com/Awareness\\_Training](https://ethics.corp.lmco.com/Awareness_Training)

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## **3. What are my responsibilities as a leader in facilitating the training?**

Leader responsibilities include: participate in a session that your leadership facilitates, scheduling your session(s), determine how you plan to facilitate and screen the video cases, act as moderator for your team's discussion, and ensure that each of your employees attends a training session by your business area's deadline. Leaders are expected to view all six cases before selecting the two or three cases you will discuss cases in your one-hour session.

Most importantly, leaders or meeting organizers must spend a few minutes preparing to facilitate depending on how they plan to facilitate their session as laid out on the corporate ethics website.

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## **4. What should I do if my group disagrees with how effectively the characters voiced their values a particular case?**

The videos do not intend to show the "correct" answer. There are likely other actions that the characters could have chosen. If your group expresses disagreement with the resolution shown, encourage them to discuss how they would have used the Voicing Our Values techniques differently to reach a different resolution. It is important to remember, and to remind your session participants, that the focus of this year's training is learning how to effectively raise ethical dilemmas and values conflicts so that they can be addressed early and completely.

The scenarios may present situations in which the characters did and did not use the techniques effectively to reach a resolution.

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## **5. What should I do about training employees who couldn't attend either my training session or my make-up session, new employees, or anyone who returns from an extended leave late in the training cycle?**

All employees who are active as of August 31, 2021 must complete the training. You are responsible for ensuring that your employees complete the training. You may be able to work with your peers to ensure a larger group of employees complete the training. For example, a small group of leaders who work together may coordinate their sessions. You can hold a second make-up session or jointly lead a session that would accommodate a few employees who missed your initial session(s). If necessary, you can also conduct the training "one-on-one."

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## **7. Do I need to train the non-Lockheed Martin contract personnel who work with my team?**

No. The requirement is to provide training to all Lockheed Martin employees. If you have contractors who work with you on a regular basis, and the training is covered in the contract agreement under which they work, they may participate in your training sessions as well. If they participate in the training, you do not need to track their training completions.

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## **8. What if my group is widely distributed? Am I still responsible for training everyone personally?**

You are responsible for ensuring that all of your team members attend an EAT session. For offsite employees, be sure that all locations either have access to the web-based version of the training, then use Zoom or Skype to go through the discussion questions. There is more information about virtual training on the ethics website [https://ethics.corp.lmco.com/Awareness\\_Training](https://ethics.corp.lmco.com/Awareness_Training).

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## **9. Can I facilitate annual ethics awareness training if I have not yet participated in training led by my leadership?**

No. You should have attended a session that your leadership facilitated before you facilitate one for your own group.

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## **10. Can employees participate in the training when it is facilitated by a leader other than their functional or matrix manager?**

Yes. While it's strongly preferred that the training be led by an employee's immediate leader, employees may complete the training by attending another leader's training.

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## **11. Can my Ethics Officer or HR Business Partner train my teams?**

All leaders should personally facilitate the training sessions for their direct reports. This allows leaders to demonstrate their own personal commitment to our values and engage their teams in a dialogue about the work environment we expect to share.

If you are unable to facilitate the training, you may delegate to another L-coded employee who has already completed the training. Your local Ethics Officer also may be able to assist you in facilitating the training.

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## **12. Why aren't the actors wearing masks?**

Cases 1, 2, 4, and 6 were filmed in January 2020 before COVID restrictions were put in place. Cases 3 and 5 were filmed using the guidance for video production established by the organization.

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## **13. What is all this talk about the new Skype facilitating method?**

In the past, virtual teams would have to each pull up the videos and press mute to watch it on their own because the quality of sharing videos over Skype was low. This year, the team has found a way for the facilitator to be the only one presenting the training in the Skype tool. With the new Skype method Option 1, the facilitator can maintain control of the session with great video quality.

Facilitators can find out more information on the new Skype method on the ethics website [https://ethics.corp.lmco.com/Awareness\\_Training](https://ethics.corp.lmco.com/Awareness_Training).