

## Facilitating In-Person Sessions

### Preparing for Your Session

For in-person sessions, you will need to be sure that your computer is connected to the network for streaming of the videos and to a monitor or projector for viewing.

The instructions in this document are for online viewing. If you are facilitating a session without network connectivity, you will need to download the PowerPoint files for the cases from the EAT website beforehand and launch from your local drive.

[https://ethics.corp.lmco.com/Awareness\\_Training](https://ethics.corp.lmco.com/Awareness_Training) or <https://lockheedmartin.com/en-us/who-we-are/ethics/ethics-awareness-training-resources.html>

### Settling In

Welcome employees to this year's annual Ethics Awareness Training and explain this is a chance for them to learn and share their experiences. Remind them of the importance of being respectful and listening to others' opinions.

**Launch** the Voicing our Values Online Training web player from the EAT website if streaming. [https://ethics.corp.lmco.com/Awareness\\_Training](https://ethics.corp.lmco.com/Awareness_Training) or <https://lockheedmartin.com/en-us/who-we-are/ethics/ethics-awareness-training-resources.html>

**Choose** "Languages" on the Main Menu of the online training to select a language other than English if desired.



### 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, an overview of the session and the *Voicing our Values* Techniques. Closed captions are available by clicking the CC icon at the bottom of the video window.

**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 above the video window. Select a case to view and discuss.

### Part 1 Video

**Play** the first part of the selected case. When the video concludes, click the "Discussion" link above the video to view the Discussion questions for the case.

### Discussion

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

**Encourage** participants to ask questions and share their experiences.

### Part 2 Video

**Click** the "Continue" button beneath the discussion questions and then the Play icon to view the conclusion of the case.

**Wrap-Up** the discussion by asking participants how the scenario should end and adding any additional context or information from the Wrap Up section of the case in the Leader's Guide.

**Return** to the Case Menu.

**Repeat** the process to discuss the next case.

### Charging and Taking Credit

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