

Facilitating Skype Sessions

There are two ways to use Skype to facilitate your training session.

In Option 1, it is now possible to stream the video with higher resolution in Skype sessions by using the PowerPoint presentations found on the EAT website. **However, you will need to spend a few minutes ahead of time preparing for the session.**

In Option 2 all participants go on mute at the same time and view the videos through their own internet connection to the online training web player.



If you haven't previously downloaded the PowerPoint decks, please use Option 2 as you will not have time to complete the session if you attempt to download the PowerPoint decks and then upload them into Skype during the meeting.

Option 1 – Presenting Video from within Skype

Preparation

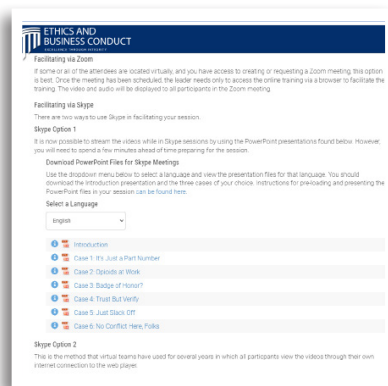
Preparing for Your Ethics Awareness Training Skype Session

These preparations may be done by the facilitator or anyone else scheduling meetings on the facilitators behalf.

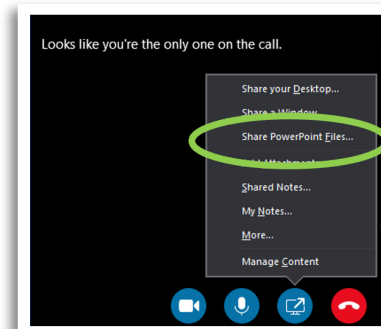
These steps should be taken prior to the meeting itself, but any time after the meeting notice has been created - even days or weeks before your session.

- ▶ From the [internal](#) or [external](#) EAT website, download to your local computer the Introduction presentation and the .pptx files for the cases you would like to present. The cases are available in English, Spanish, French, Polish, and Turkish.

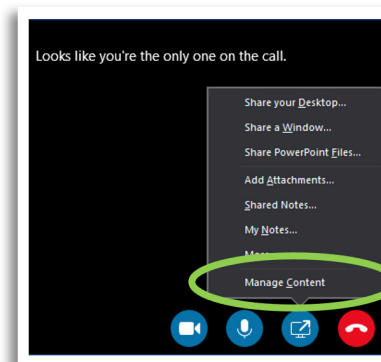
- ▶ Click the “Join Skype Meeting” link from the meeting notice you previously sent to the participants.



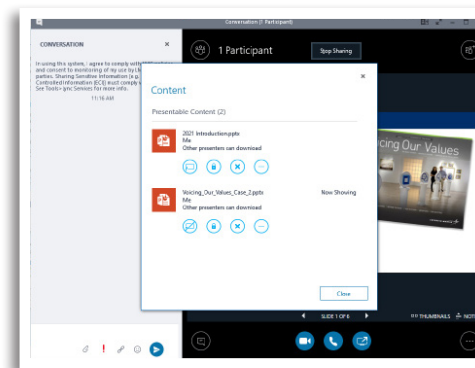
- ▶ In the Skype meeting window, click the “Share Content” button and choose “Share PowerPoint Files...” Select the .pptx files that you previously downloaded and click the “Open” button. This will upload the files to the meeting event space.



- ▶ Click the “Manage Content” link to verify that the content has been uploaded.



- ▶ Close the Skype meeting. You are now prepared to conduct the meeting when the time arrives.

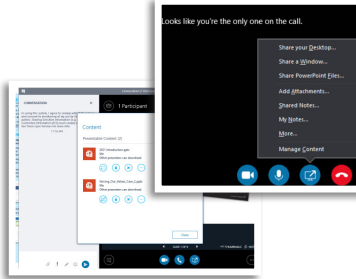


Confused? Contact your Ethics Officer

¹ If your system does not permit sharing content, please download Alternative Skype Instructions from the Ethics Awareness Training Website.

Facilitating the Session

If you haven't previously downloaded the PowerPoint decks, please use Option 2 as you will not have time to complete the session if you attempt to download the PowerPoint decks and then upload them into Skype during the meeting.



- Open and join the Skype meeting as usual. Click the "Share Content" button and select "Manage Content" item. This will display the presentations you have previously uploaded.
- Sound and Video Check - When you are ready, ask each participant to acknowledge in the chat that they can see the presentation and that they are ready to begin.
- Provide directions on how to charge labor for the training session and how to acknowledge completion.
- Click the Introduction presentation. The file will load and play the video segment which includes a message from Jim Taiclet, an overview of the session and the *Voicing our Values* Techniques.
- Navigate through the presentation using the slide arrows at the bottom of the screen.
- Play the video for the first part of the case. When the video concludes, click to the next slide to view the Discussion questions.

Discussion

Engage in the *Voicing Our Values* discussion, as a group, by discussing the questions on the screen.

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

Click the next slide and view the closing video.

When you reach the end of each presentation, **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.

Click the "Share Content" button, "Manage Content" item and select the presentation for the next case until you have completed your chosen cases.

Skype Session Tips

- You should upload the PowerPoint files to the Skype meeting in advance so that they are available when you are ready to meet.
- When you play a video, everyone, including yourself, will be automatically muted. Be sure to tell everyone to unmute for the Discussion screens.
- You don't need to run the Skype meeting in full-screen. Even if the Skype meeting is not full-screen on your display, it will be presented in full-screen in the attendees' Skype meeting. This will allow you to have the Leader's Guide open simultaneously if you'd like.
- If you haven't previously downloaded the PowerPoint decks, please use Option 2 as you will not have time to complete the session if you attempt to download the PowerPoint decks and then upload them into Skype during the meeting.



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. In the meeting notice, include the links to the web player - [internal version](#) and [external version](#).

Facilitating the Session

Screen Share – Share your screen to display the web player using one of the two links above.

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 training open on their local machines 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

Instruct 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 microphones or phones while the video plays.

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

Select a Case – After the introduction video completes, select the first case you will discuss. Instruct 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 above below the video window. When ready have the participants mute their devices and click on “View This Case” to open the page for the selected case.



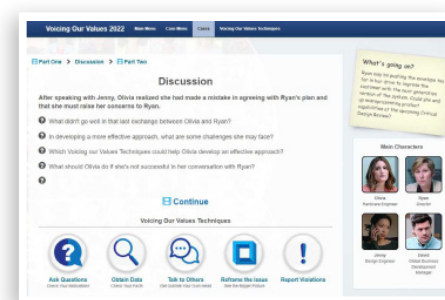
Play the video. When the video concludes, click the “Discussion” link above the video window to view the Discussion questions.

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. After the discussion is complete, coordinate the launching of the second half of the case so that you all begin at the same time. Remind the participants to mute their devices.

Click the “Continue” link beneath the discussion questions and then the play the second part 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 additional cases.