

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.

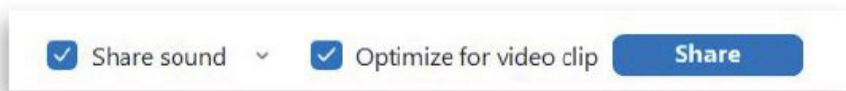
Schedule the Meeting

- Create a new Zoom meeting for your session. In the meeting notice, remind participants to ensure that their audio devices are available and functional.

Settling In

Open the web player by going to the Ethics Awareness Training page - either [internal](#) or [external](#) - and clicking on the “Using Zoom” link under the “Facilitating the Training” section.

Screen Share – Share your screen of the web player by clicking on the green “Share Screen” button on the bottom of the screen. **IMPORTANT:** After you click the “Share Screen” button, be sure to check both the “Share Sound” and “Optimize for video clip” checkboxes at the bottom of the window before sharing.



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://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.

Running the Session

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

Play the Introduction video segment 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, 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 Introduction video window. Select the first case you will discuss.

Play the case. When the video for the first part of the case concludes, click the “Discussion” link above the video 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 function.

Concluding Video

Click the “Continue” link beneath the discussion questions to view the second and concluding video for 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 cases.

