

## Facilitating Sessions in MS Teams

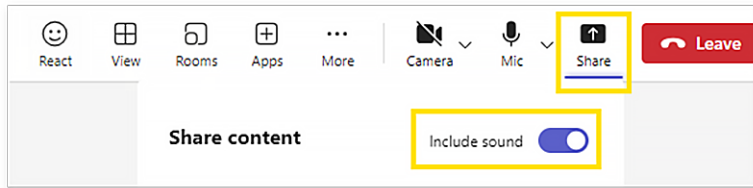
### Preparing for Your Session

For virtual/hybrid training sessions, you will need be connected to the LMI or have Internet access. If you are facilitating a session without network connectivity, you must contact your [Ethics Officer](#) in advance request a set of PowerPoint files with embedded videos to present from your own computer.

### Sharing the Online Training in Teams

Below are the steps required to share the online training, including audio, with your participants.

**1. Join** the Teams meeting and open the **Share** dropdown panel. Toggle the “**Include sound**” switch to the On position and select a Screen to display to your audience.



**2. Important!** Click on the Teams meeting window to select it. Perform the **C.A.S.T.** (**Ctrl + Alt + Shift + T**) keyboard combination by holding each of the keys in succession until all are pressed. You may then release the keys.



This keyboard shortcut will toggle on the High Framerate sharing in Teams which will allow for the videos to be displayed smoothly to your participants. There is no visual confirmation of this action. If participants experience choppy video display, select the MS Teams window and perform the C.A.S.T. key combination again.

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

You may choose “Languages” on the Main Menu of the online training to select a language other than English if desired.

### Running the Session

**Welcome** the participants 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.

**Click** “Introduction” on the Main Menu to open the Introduction 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 (including translations) are available by clicking the CC icon in the playback bar 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.

### Case Video Part 1

**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.

### Case Video Part 2

**Click** the “Continue” button beneath the discussion questions and then the Play icon to view the conclusion of the case and the Executive closing.

**Wrap-Up** the discussion by asking participants how the scenario could 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.