

VOICING OUR VALUES 2018

PARTICIPATION AND ACKNOWLEDGEMENT FORM

Note: Use of a hard-copy version of this form may not be required if your business unit tracks training online.

2018 Ethics Awareness Training

LM Company: _____ Training Leader: _____

Facility: _____ Employee Group: _____

Session Location: _____ Date: _____

	Name	Signature	Employee ID#
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Return signed forms to your Ethics Office.

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QUICK-START GUIDE

Note: This guide is not meant to replace the more detailed instructions in Leader's Guide.

Before the Session

- ▶ Make sure room is ready and all equipment works.
- ▶ Using Online Resources;
 - Internal: http://ethics.corp.lmco.com/ethics/awareness_training.cfm.
 - External: <http://www.lockheedmartin.com/us/who-we-are/ethics/training.html>.
- ▶ Using DVD;
 - Call IT Service Desk at 800-435-7063 for assistance if needed.
- ▶ Select three appropriate cases. Get familiar with cases by watching video or reading summaries in Leader's Guide.
- ▶ Determine if your business unit has Online Acknowledgement option. (If online is not used, use the other side of this document.)

Getting Started

- ▶ Explain using online acknowledgement or have participants sign the printed participation form.
- ▶ Give leader's introduction and explain how activity works. (Instructions are also in the introductory video.) Click on "Introduction" to begin the video.
- ▶ Play Introduction video. Use "subtitles" for hearing-impaired participants.

Case Discussion

- ▶ Select case and play video until it stops at Discussion screen.
- ▶ Discuss case and answer Discussion Questions on screen.
- ▶ View short videos of each technique if needed.
- ▶ Continue video to end.
- ▶ Conclude case by reading from Leader's Guide any perspectives not previously covered.
- ▶ Repeat process for each case. (Do as many cases as can be covered in one hour).

Wrapping Up

- ▶ Thank participants.
- ▶ Remind employees to go online to acknowledge training.
- ▶ Remind employees to provide feedback using the online evaluation form at "Participant Survey."
- ▶ Read concluding message.
- ▶ Use the online evaluation form at "Facilitator Survey" to provide your feedback.