

2019 ETHICS AWARENESS TRAINING

QUICK START GUIDE

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



ASK QUESTIONS



OBTAIN DATA



TALK TO OTHERS



REFRAME THE ISSUE



REPORT VIOLATIONS

Before the Session

Make sure room is ready and all equipment works.

- ▶▶ Using Online Resources;
 - Internal: https://ethics.corp.lmco.com/Awareness_Training
 - External: <https://www.lockheedmartin.com/en-us/who-we-are/ethics/ethics-awareness-training.html>
- ▶▶ Using DVD;
 - Call IT Service Desk at 800-435-7063 for assistance if needed.
- ▶▶ View all five cases beforehand. For sessions with mostly leaders you will discuss Cases 2 and 4. For other sessions you will discuss Case 4 and another case most appropriate for that group.
- ▶▶ Determine if your business unit has Online Acknowledgment option. (If online is not used, photocopy the participation form which can be downloaded from https://ethics.corp.lmco.com/Awareness_Training

Getting Started

- ▶▶ Explain using online acknowledgment 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, and then click on Discussion link below video.
- ▶▶ Discuss case and answer Discussion Questions on screen.
- ▶▶ Continue video to end.
- ▶▶ Conclude case by reading from Leader's Guide any perspectives not previously covered.
- ▶▶ Wrap-up by discussing how the scenario could happen at Lockheed Martin.
- ▶▶ Repeat process for the next case.

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 "Facilitator Survey" to provide your feedback.