QUICK START GUIDE

Before the Session
Make sure room is ready and all equipment works.

- Using Online Resources;
  - Internal: https://ethics.corp.lmco.com/Awareness_Training

- 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.