**QUICK START GUIDE**

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

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### Before the Session

Make sure room is ready and all equipment works.

- **Using Online Resources;**
  - Internal: [https://ethics.corp.lmco.com/Awareness_Training](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. Choose two cases most relevant to your group.**
  - [Sessions with mostly leaders must use Cases 2 and 4]

- 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](https://ethics.corp.lmco.com/Awareness_Training))

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### 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.

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### Case Discussion

- Select case and play video until it stops at Discussion screen.
- 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.

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### 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.