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

Geting 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.**