

VOICING OUR VALUES 2018

FACILITATION DO'S AND DON'TS

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<p>Do send out a meeting notice to all participants well in advance of the scheduled session. Include labor charging direction.</p>	<p>Don't wait until the last minute to schedule your session.</p>
<p>Do take the time to review the training materials, understand the Voicing Our Values Techniques, and select cases that are most relevant for your group. Your Ethics Officer can help you with this.</p>	<p>Don't wait until you're in the room to figure out how to facilitate the training or use the audio visual equipment.</p>
<p>Do know the name and phone number for your team's Ethics Officer. See "Your Ethics Officer". (https://ethics.corp.lmco.com/ethics/your_ethics_officer.cfm)</p>	<p>Don't forget to encourage employees to contact their Ethics Officer at any time, even for advice.</p>
<p>Do use online resources if available.</p>	<p>Don't overlook the use of online training in lieu of the DVD.</p>
<p>Do test the DVD in the player/computer you will use in the session before the meeting date. Call IT Service Desk at 800-435-7063 for assistance if needed.</p>	<p>Don't wait until the day of your session to test the DVD in the machine if you use this option.</p>
<p>Do consider virtual training if your team is widely distributed (if needed, seek help from your IT Services).</p>	<p>Don't forget to involve employees participating via phone.</p>
<p>Do select a variety of cases, including those that may be the most challenging or uncomfortable to discuss.</p>	<p>Don't select only cases with which you're comfortable – you might miss out on some of the most valuable learning opportunities.</p>
<p>Do take the initiative to get everyone involved in the activity and keep the conversation flowing around the room.</p>	<p>Don't let people "sit out" the session without participating, or allow one or two people to dominate the entire discussion.</p>