

# VOICING OUR VALUES 2016

## PARTICIPATION AND ACKNOWLEDGEMENT FORM

*Note: Use of a hard-copy version of this form may not be required if your business unit tracks training online.*

2016 Ethics Awareness Training

LM Company: \_\_\_\_\_ Training Leader: \_\_\_\_\_

Facility: \_\_\_\_\_ Employee Group: \_\_\_\_\_

Session Location: \_\_\_\_\_ Date: \_\_\_\_\_

	Name	Signature	Employee ID#
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*Return signed forms to your Ethics Office.*

## 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: [http://ethics.corp.lmco.com/ethics/awareness\\_training.cfm](http://ethics.corp.lmco.com/ethics/awareness_training.cfm).
  - External: <http://www.lockheedmartin.com/us/who-we-are/ethics/training.html>.
- ▶▶ Using DVD;
  - Load Disk.
  - Press Windows key + E key; or click on Start, click on Computer.
  - When Computer screen appears, right click on DVD.
  - Click on Play.
  - Call IT Service Desk at 800-435-7063 if assistance is needed.
- ▶▶ Select three to four appropriate cases. Get familiar with cases by watching video or reading summaries in Leader's Guide.
- ▶▶ Determine if your business unit has Online Acknowledgement option. (If online is not used, use the other side of this document.)

### Getting Started

- ▶▶ Explain using online acknowledgement 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, read case summary aloud 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. ▶▶ Repeat process for each case. (Do as many cases as can be covered in one hour).

### 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 evaluation form at "Facilitator Survey" to provide your feedback.