



## Material Sources

- **Code of Shared Ethics and Values -- approved by Shared Ethics Advisory Commission**
- **Video: Advanced Concept Research**
- **Case Studies: International, City/County Management Association**
- **Organization/Presentation: Dr. Jill Ann Miller**



## Train-The-Trainer Kit for the Shared Ethics Commission

### **OVERVIEW**

This Train-the-Trainer Kit is primarily designed for the novice trainer, but portions of it should be beneficial to experienced trainers.

### **QUICK GUIDE**

- STEP 1:** Before class begins, choose one "Option" to teach to the class from the following pages. They differ in time and content.
- STEP 2:** All Options have a "Participant Packet" that corresponds with the content associated with each Option. Before class begins, take the Participant Packet for your chosen option and make one copy for each student attending class.
- STEP 3:** All Options have an "Instructor Packet" that corresponds with the Participant packet for the Option. They are exact copies of the Participant Packet, but have answers prepared for the instructor. These answers are typed in red. Take the Instructor Packet for your chosen option to class as reference.
- STEP 4:** Some Options use PowerPoint Presentations. The provided USB Drive has all PowerPoint Presentations necessary to teach each Option. Take the USB Drive to class and open the Option of your choice's file. You will find PowerPoint Presentations labeled by Segment, in the order the instructor should present them. The Presentations are labeled and correspond with the Segment labels in both the Participant Packets and Instructor Packet.
- STEP 5:** Welcome your class. Hand out Participant Packets to students and begin presenting with Segment 1!

## **OPTION A: "Business Ethics" (One and Half Hour)**

This option will introduce the Shared Ethics Commission Code of Ethics and Values to the participants (Optional PowerPoint of the Code is on jump drive).

Second, the trainer will have the participants watch all ten of the video vignettes (DVD provided). Face-to-face training then consists of twenty (20) to thirty (30) minutes of discussion on various elements of corruption portrayed in the movie.

Specifically, the trainer is to select and discuss questions or issues provided in the "MOVIE Discussion Guide", which is included on the jump drive. Trainer will hand out the participant's copy to all in attendance. Participant's copy of the Movie Discussion will only have the questions.

The instructor's copy of the Movie Discussion has answers (in red) following each of the questions. An optional power point with the movie discussion questions is also on the jump drive to utilize. Trainer is free to pick the format that will be beneficial to the training setting.

OPTION A also has a written DILEMMA component (worksheets of "What Would You Do?"). Participant's copy only has the dilemma questions for review. Instructor's copy has KEY points (in red) that follow each question. An optional power point with the dilemmas is also on the jump drive for use by the trainer.

OPTION A consists of a one and one half hour session:

- ❖ Segment 1: Opening Remarks and introduce Code of Conduct (5 minutes)
- ❖ Segment 2: Watch MOVIE (11 minutes)
- ❖ Segment 3: Discuss Issues in Movie (20-30 minutes)
- ❖ Segment 4: Written DILEMMAS (30 minutes)
- ❖ Segment 5: Closing Discussion and Comments (5 minutes)
- ❖ Segment 6: Complete Evaluation (2 minutes)

## **OPTION B: "Business Ethics" – (One Hour)**

This option will introduce the Shared Ethics Commission Code of Ethics and Values and requires the trainee to watch all ten of the video vignettes (DVD provided). Face-to-face training then consists of thirty (30) minutes of discussion on various elements of corruption portrayed in the movie, selected by the trainer. Approximately 8 questions are to be discussed, averaging 3 minutes in duration, as follows:

The trainer is to select and discuss questions or issues provided in the "MOVIE Discussion Guide", which is included on the jump drive. Participant's copy of the Movie Discussion Guide will only have the questions.

The instructor's copy of the Movie Discussion has answers (in red) following each of the questions. An optional power point with the movie discussion questions is also on the jump drive to utilize. Trainer is free to pick the format that will be beneficial to the training setting.

This option consists of a one-hour session:

- ❖ Segment 1: Opening Remarks and introduce Code of Conduct (5 minutes)
- ❖ Segment 2: Watch MOVIE (11 minutes)
- ❖ Segment 3: Discuss Issues in Movie (25-30 minutes)
- ❖ Segment 4: Closing Discussion and Comments (5 minutes)
- ❖ Segment 5: Complete Evaluation (2 minutes)

### **OPTION C: "Business Ethics" - (45 minutes)**

This option is identical to Option B, except only 15 minutes of discussion is allotted for the video vignettes.

This option consists of a 45 minute session:

- ❖ Segment 1: Opening Remarks (5 minutes)
- ❖ Segment 2: Watch MOVIE ( 11 minutes)
- ❖ Segment 3: Discuss Issues in Movie (15 minutes)
- ❖ Segment 4: Closing Discussion and Comments (5 minutes)
- ❖ Segment 5: Complete evaluations (2 minutes)

## **OPTION D: "Business Ethics" – (30 Minutes)**

### **NON Media Option**

This non-media option will introduce the Shared Ethics Commission Code of Ethics and Values and a dilemma component all in written format. Face-to-face training then consists of twenty (20) minutes of discussion on various elements of the dilemmas. This training can be provided in a variety of places in 30 minutes.

The trainer is to hand out the dilemma worksheet, "What Would You Do?", then direct each participant answer the questions and discuss the responses. Variations such as forming small groups and discussing an assigned dilemma are also an acceptable format.

Participant's copy only has the dilemmas question while the instructor copy has KEY POINTS (in red) that follow each dilemma.

This option consists of a one and one half hour session:

- ❖ Segment 1: Opening Remarks and introduce Code of Conduct (5 minutes)
- ❖ Segment 2: Written Dilemmas & discussion (20 minutes)
- ❖ Segment 3: Complete Evaluation (2 minutes)