



# Train-The-Trainer Kit

## Step-By-Step Instructions

### **INSTRUCTIONS**

#### **STEP 1. Preview Materials**

Familiarize yourself with the contents of this Kit. In particular, review the Sample Agendas, decide which option (A or B or C or D) is best for your circumstances, preview the 11-minute movie, and preview the PowerPoint slides used during the training session.

#### **STEP 2. Schedule the Training**

Schedule the date and time for the Training, identify the attendees who will be invited, and identify where the Training will be held. A sample notice (for posting or emailing to trainees) to advertise the Training is included on the jump drive.

#### **Size of Group of Trainees and Facilities Suggested:**

**Option A or B or C:** to be set by trainer

The facilities vs. the size of the group are more important. As a general rule, for groups of 12 or fewer persons, the movie can be shown on a TV. For groups of 20 or more persons, it is better to project a larger image using an LCD projector.

#### **STEP 3. Audio-Visual Equipment, Handouts & Forms**

Audio-visual equipment is an option for this training. In its most simple form, this equipment will consist of a TV/DVD (or laptop), and an LCD projector. PowerPoint slides associated with this Kit are optional and found on the jump drive.

The appropriate equipment should be obtained, staged in the room prior to the Training, and checked out to make sure everything works correctly.

This Kit also contains a Handout entitled "What Would You Do?". A suitable number of handouts should be printed prior to the event.

Suggested agendas for each of the three options are available on the jump drive. Once the Training Agenda is selected, the Agenda should be edited to reflect the specific details of the training event and should be printed and distributed to the trainees.

An attendee roster is also included, which should be passed around for signatures at the beginning of the training session, and again at the end, if desired.

#### **STEP 4. Event-day Check**

On the date of the Training, sufficiently prior to the event, all audio-visual equipment and printed materials should be in place, in the training room. Audio-visual equipment should be checked out and confirmed ready for operation.

#### **STEP 5. Conduct the Training**

The Trainer selects the option (A or B or C or D) that he/she wants to use during this training session. The Trainer conducts the training session(s) in accordance with previous suggested guidelines in this Kit.

#### **STEP 6. Assessment/Evaluation of the Training**

Assessment of this training is to be completed at the end of the session. A suggested evaluation form is included on the jump drive.

Informal conversations with trainees following the event will usually provide useful information about the effectiveness of the training.

The Trainer may choose to informally ask the group what they liked most and least about the training, or to send in any suggestions for improvement, if the trainees wish to do so.

#### **STEP 7. File Paperwork, Collect Materials**

Upon completion of the training, Trainers record the attendance, assessment notes, and any other notes for improvements for future training sessions. These materials will be turned in to the SHARED ETHICS ADVISORY COMMISSION.

Designated Ethics Commission person to mail the above materials is as follows:

Calvin Bellamy  
President  
Shared Ethics Advisory Commission  
8001 Broadway, Ste. 400  
Merrillville, IN 46410

*Always do right. This will gratify some people  
and astonish the rest.*

- Mark Twain

## Government Ethics.

By the end of the program employees will understand clearly the expectations the citizens have of them when it comes to ethics, and that every day they must remain very aware of what is and what is not a potential conflict of interest between their private interests and their obligations to the public.

**YOU ARE INVITED TO JOIN US FOR A MOVIE ABOUT  
GOVERNMENT ETHICS FOLLOWED BY A DISCUSSION WITH YOUR  
CO-WORKERS.**



Sponsored by the  
Shared Ethics Commission

**FREE TRAINING OFFERED TO YOU.**

Where:

When:

TIME:

# ETHICS TRAINING AGENDA

(Day), (Date) , 2015

?:00 pm to ?:00 pm BUSINESS ETHICS

## TODAY'S AGENDA

?:00 am to ?:00 am Welcome by (fill in your name)

?:00 am to ?:00 am Opening Comments

?:00 am to ?:00 am  
SEGMENT 1:  
Introduce Shared Ethics Advisory Commission: The Code of Shared Ethics and Values  
Present Code.

?:00 am to ?:00 am  
SEGMENT 2:  
Presentation: Business Ethics Movie (11 minutes)

?:00 am to ?:00 am  
SEGMENT 3:  
Discussion questions about movie

?:00 am to ?:00 am  
SEGMENT 4:  
**What Would You Do?" (written dilemmas)**

?:00 am to ?:00 am Time for Comments and Closing Discussions

?:00 am to ?:00 am Complete Evaluations and Collect

**THANK YOU FOR YOUR PARTICIPATION**

# ETHICS TRAINING AGENDA

(Day), (Date) , 2015

?:00 pm to ?:00 pm BUSINESS ETHICS

## TODAY'S AGENDA

?:00 am to ?:00 am Welcome by (fill in your name)

?:00 am to ?:00 am Opening Comments

?:00 am to ?:00 am  
SEGMENT 1:  
Introduce Shared Ethics Advisory Commission: The Code of Shared Ethics and Values  
Present Code.

?:00 am to ?:00 am  
SEGMENT 2:  
Presentation: Business Ethics Movie (11 minutes)

?:00 am to ?:00 am  
SEGMENT 3:  
Discussion questions about movie

?:00 am to ?:00 am Time for Comments and Closing Discussions

?:00 am to ?:00 am Complete Evaluations and Collect

**THANK YOU FOR YOUR PARTICIPATION**

# ETHICS TRAINING AGENDA

(Day), (Date) , 2015

?:00 pm to ?:00 pm BUSINESS ETHICS

## TODAY'S AGENDA

?:00 am to ?:00 am Welcome by (fill in your name)

?:00 am to ?:00 am Opening Comments

?:00 am to ?:00 am  
SEGMENT 1:  
Introduce Shared Ethics Advisory Commission: The Code of Shared Ethics and Values  
Present Code.

?:00 am to ?:00 am  
SEGMENT 2:  
Written Dilemmas  
Read dilemmas individually and answer individually

?:00 am to ?:00 am Divide into assigned groups

?:00 am to ?:00 am Discuss dilemmas

?:00 am to ?:00 am Time for Comments and Closing Discussions

?:00 am to ?:00 am Complete Evaluations and Collect

**THANK YOU FOR YOUR PARTICIPATION**



# Train-The-Trainer Kit Event Day Checklist

## **EVENT DAY CHECKLIST**

| <b>No.</b> | <b>Description</b>  | <b>required</b> | <b>confirmed</b> |
|------------|---|-----------------|------------------|
| 1          | <i>AV equipment confirmed</i>   | ✓               |                  |
| 2          | <i>MEETING SIGN IN SHEET - Attendee roster (1 copy)</i>   | ✓               |                  |
| 3          | <i>ETHICS Training agenda (1 per participant)</i>   | ✓               |                  |
| 4          | <i>PARTICIPANT PACKETS (1 per participant)</i><br><i>- Choose Packet for Option A, B, C, or D</i> | ✓               |                  |
| 5          | <i>Copy of MOVIE</i><br><i>-Utilized in Options A, B, and C</i>                                   | ✓               |                  |
| 6          | <i>INSTRUCTOR PACKET</i><br><i>- Choose Packet for Option A, B, C, or D</i>                       | ✓               |                  |
| 7          | <i>PowerPoint Slides - Choose Option A, B, or C</i>   | ✓               |                  |
| 8          | <i>CONFIDENCE AND ENTHUSIAM FOR TOPIC</i>   | ✓               |                  |
|            |   |                 |                  |
|            | <i>Good Luck! Thank you for your efforts!</i>   |                 |                  |
|            |   |                 |                  |