**Ethics Trainer Instructions**

**Welcome and THANK YOU for agreeing to be an Ethics Trainer. This document will guide you as you prepare to provide Ethics Training to your municipality employees. This document lays out the 5 basic steps you can follow as you prepare and execute the Training. You have also been provided the following resources to include:**

* Training Video
* Video Transcript
* Ethics Training Timing
* Sample Training Agendas
* Sample PowerPoint slides to use for the Training
* Sample Training Notice
* Training Sign-in Sheet
* Code of Shared Ethics and Values and Employee Brochure
* Training Evaluation Sheet
* Sample Ethics Training Completion Certificate
* Training Tips

**STEP 1: PREVIEW MATERIALS AND PLAN TRAINING**: Familiarize yourself with all the Training video listed above. Using these resources, create your specific Training Plan and Agenda by:

1. Previewing the Training videos and timing to determine what you will focus on.
2. Reviewing and customizing the Sample Training Agenda based on your decision above.
3. Reviewing, and customizing the Training PowerPoint slides for your Training

**STEP 2: SCHEDULE THE TRAINING**: Schedule the date and time for the Training, identifying the attendees to be invited and determining where the training will be held. Be sure to pick a location where you can project the videos, show the slides, and encourage discussion. Once this is determined, customize the Sample Training Notice with your Training specifics, and distribute via email, hard copy and/or post.

**STEP 3: TRAINING DAY CHECK**: On the date of the Training, check that all the technology is working and that any printed materials are available for handout. You should provide copies of the Training Agenda, Code of Shared Ethics and Values and Evaluation Sheet.

**STEP 4: CONDUCT THE TRAINING**: Start each Training Session by having attendees sign-in on the sign-in sheet provided. Then, per your decisions made in Step 1, execute your training plan.

**STEP 5: TRAINNG EVALUATION**: We ask that Trainers complete each Training Session by handing out Training Evaluations to each attendee. Once filled out, these Evaluations (including one completed by you) along with a copy of the sign-in sheet should be collected and sent to:

**SEAC**

**6100 Southport Road**

**Portage, IN 46368**