

A.C.T. with Integrity™

Real Situations for Discussion

Preview Only

Facilitator Resources

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Suggestions for Prework

Assigning prework before the workshop can help engage participants in the program content even before they arrive. If you would like to include prework as part of the course design, we have included some suggestions below for integrating prework into the workshop.

Suggestion #1

Provide a copy of your company's ethics and compliance policy or commitment to integrity statement as pre-reading material. Or, if available, provide a link to the organization's Code of Conduct or ethics and compliance internal website. During introductions, ask everyone to share questions they have about the policy or integrity statement.

Suggestion #2

Ask participants to think about and be prepared to share examples of situations based on their own experiences where they have been faced with "integrity moments"—occasions when they needed to make choices and take actions that support the organization's code of ethics. Then, during the introductory activities, ask them to describe the situation and considerations or challenges related to the situation. During the wrap-up, ask a few volunteers to share how the A.C.T. approach might help with similar situations that they had shared earlier.

Suggestion #3

Ask participants to think about and be prepared to share a specific example of a situation they have heard about in the media that could serve as a discussion example of the results an organization faces when unethical behavior occurs. Then, during the introductory activities, ask them to briefly share the situation

and the potential impact/negative results on the organization. At the conclusion of introductions, summarize by sharing that all of their examples serve to show the negative implications and how important it is for everyone in a company to act with integrity.

Preview Only

SMART-START® Business Ethics Integrity at Work Video Activity

Time it takes: 30–35 minutes (15 minutes prior to session start time, 15–20 minutes after session begins)

What it is about: Opening the session on a positive note

What you will need:

- Index cards with the three questions from Step 3 written on them
- Video – *SMART-START® Business Ethics: Integrity at Work*

How to do it:



1. Fifteen minutes prior to the session start time and while participants are arriving, have the *SMART-START® Business Ethics* video playing. If you are using the DVD, set the control to automatically loop. If you are using the VHS, the video will repeat itself at least four times.
2. When you are ready to begin your session, turn the video off and explain that you will refer to it in a few minutes. Then use this activity as part of your introduction after the participants have introduced themselves (either to conclude Step 1 or during Step 2).
3. Break the group into smaller groups of three to five people and ask them to talk within their groups to answer the following three questions on the index card:

- What does the word *integrity* mean to

you?

- What challenges do employees face when *acting with integrity* on a daily basis?
 - What do employees need to do to create and maintain a *culture of integrity*?
4. Debrief the whole group by asking for volunteers to share any highlights from their small group discussion.
 5. Transition into the next activity by summarizing the importance of acting with integrity to promote a culture of ethical conduct and compliance.

Facilitator Note: This activity may also be used as an energizer during and/or immediately following a break. If used in this manner, be sure to transition into the next activity by drawing a connection to what has been discussed so far and how the video relates to the next set of activities.

Other activities to use with *SMART-START*® videos are available in VisionPoint's *Beyond the Box* activity book available for purchase.

Optional Activity 1

Recognizing Integrity Moments

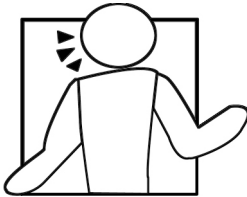
Time it takes: 15–20 minutes

What it is about: Brainstorming a list of “integrity moments”

What you will need:

- PowerPoint® Slide 20
- Several flipchart easels and pads with the heading “Integrity Moments”

How to do it:



1. Introduce the activity by saying: **Integrity moments are those moments where we're faced with an ethical choice. A good way to get a list of integrity moments is to brainstorm a list by tapping into the collective experience of all of you in the room.**

Here's a scenario to prompt our brainstorming: imagine that we are entrepreneurs and proud owners of our own companies. We have invested a lot of money, risk and time in creating our companies, so we want to make sure that our managers and employees are ethical and honest with our assets, money and reputation. Therefore, we have decided to develop a Code of Business Conduct and Ethics.

One way we can develop a code is through a

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Optional Activity 2

Case Study Discussion

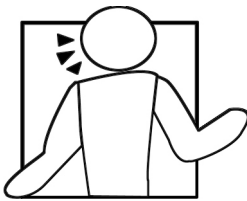
Time it takes: 20 minutes

What it is about: Discussing the application of the A.C.T. model in real-world workplace situations

What you will need:

- Flipchart
- *Handouts* 1 – 3 (pages 23, 25 and 27)

How to do it:



1. Introduce the activity by saying: **We're going to discuss ways in which the A.C.T. model can help us successfully navigate some real-world workplace situations.**

2. Ask participants to break up into small groups and then distribute *Handouts* #1, #2 and #3.

Continue by saying: **Please review these case studies and answer the questions on the handout.**

[Allow 10–13 minutes.]

[Facilitator Note: Each of these case studies focuses on an area that is typically included in an organization's Code of Conduct. For your reference, here is a list of the primary focus of each of the case studies:

#1 – Gathering competitive information

#2 – Giving and receiving gifts

#3 – Harassment and discrimination based on religion]

Optional Activity 3

Retaliation in the Workplace for Managers

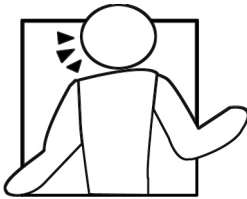
Time it takes: 30–45 minutes

What it is about: Opportunities for managers/supervisors to learn more about retaliation in the workplace.

What you will need:

- PowerPoint® presentation: “Retaliation: What Every Manager Needs to Know” (available in *Online Resources*)
- Your Code of Conduct

How to do it:



1. Introduce the activity by saying: **One of the ways in which we can help ensure a culture of integrity in our organization is to prevent retaliation in the workplace. So for the next few minutes, we’re going to discuss this in depth.**
2. Use the PowerPoint® presentation, “Retaliation: What Every Manager Needs to Know,” to guide a discussion of the manager’s roles and responsibilities regarding preventing retaliation in the workplace.

DVD Bonus Materials Who, What, How & When

Bonus materials are provided to help facilitators supplement a training plan and prepare for an effective workshop. Bonus materials may be used before, during or after a session.

Bonus materials provided on the DVD for this program include:

What it is	How to use it
<p><i>SMART-START® Business Ethics: Integrity at Work</i> – A short video, ideal for kicking off or closing the training session.</p>	<p>See optional <i>SMART-START®</i> Activity for one way to use this video. Other activities are available in VisionPoint’s <i>Beyond the Box</i> activity book available for purchase.</p>
<p>Vignettes-only</p>	<p>During a training session, review a particular video situation by using the vignettes-only feature to quickly access a specific situation without having to watch the entire video.</p>
<p>TrainerTALK™, an interview with Master Trainer, Sue Mueller</p>	<p>While preparing for a session, tune in to this interview for insights on how to best use VisionPoint programs.</p>
<p><i>Integrity Insights</i>, an interview with Content Expert, Victoria Wesseler, Managing Member Ethics & Compliance Strategies, LLC www.ethicscompliance.com</p>	<p>During a break or as follow-up training, provide insights on creating a culture of integrity and the manager or supervisor’s role.</p>

Handout #1 - “The Conference” Case Study

You and a colleague are attending a professional conference and notice one of your competitors is hosting a private seminar. There is a large sign in front of the conference door that says “Private Educational Session: XYZ Company Employees Only.”

You observe a large crowd of people entering the room. Many of them do not have their conference badges on. Your colleague suggests you both remove your badges and go to the seminar. “No one is checking badges here. Let’s go in. You never know what we might learn!” he tells you as he removes his badge.

1. Analyze the situation. What is going on in this example?
2. Consider the consequences. What is at stake? What are the potential consequences for you if you follow your colleague’s recommendation? What about consequences for the organization?
3. Take appropriate action. Based on our organization’s Code of Conduct and ethics and compliance programs, what action(s) should you take to address the situation?

Handout #2 - “Chocolate Surprise” Case Study

When you arrive at the office one morning, there is a large gift basket filled with very expensive chocolates and other gourmet treats on your desk. You estimate its value at \$250.00.

In the basket is a note from a consultant whom you recently helped to choose for work on a project in your department. The enclosed note reads, “Thanks for choosing us as your consulting partner. We look forward to working with you. Enjoy the goodies.” The owner of the consulting firm has signed the note.

1. Analyze the situation. What is going on in this example?
2. Consider the consequences. What is at stake? What are the potential consequences, if any, for you if you accept the gift? What about consequences for the organization?
3. Take appropriate action. Based on our organization’s Code of Conduct and ethics and compliance programs, what action(s) should you take to address the situation?

Handout #3 – “The Prayer Session” Case Study

Your department manager has recently begun each Monday morning staff meeting with a prayer session. She asks the department members to join her by repeating a prayer out loud with her.

This has been going on for three weeks. You are uncomfortable with this and have talked with two of your associates who are also uncomfortable with the practice. You have approached your manager about eliminating the public prayer session. She has told you that she believes the prayer “unifies the staff” and is not going to eliminate it from the agenda.

1. Analyze the situation. What is going on in this example?
2. Consider the consequences. What is at stake? What are the potential consequences, if any, for the manager if she continues the practice? What about consequences for the organization?
3. Take appropriate action. Based on our organization’s Code of Conduct and ethics and compliance programs, what action(s) should you take to address the situation?

Online Resources

VisionPoint's website is host to the most up-to-date **Program Resources**, including program-specific tools like reproducible participant materials, self-study guides, facilitator answer guides, FAQs, session extenders, **SMART-START®** activities, case studies, video scripts and more.

Additional **Trainer Resources** include information and tools such as energizers, team builders, competency matrices, perspective papers, learning style guides and access to VisionPoint's master trainers and TrainerSelect™ team.

Resources are updated regularly, so check back when preparing for a new training session.

To access the *Online Resources*, go to www.visionpoint.com and select Program Resources under the **Resources** menu. Login for full access to this program's resources.

If you have any questions about available resources, contact the TrainerTALK™ helpline at 800-300-8880 x302 or trainer@visionpoint.com.