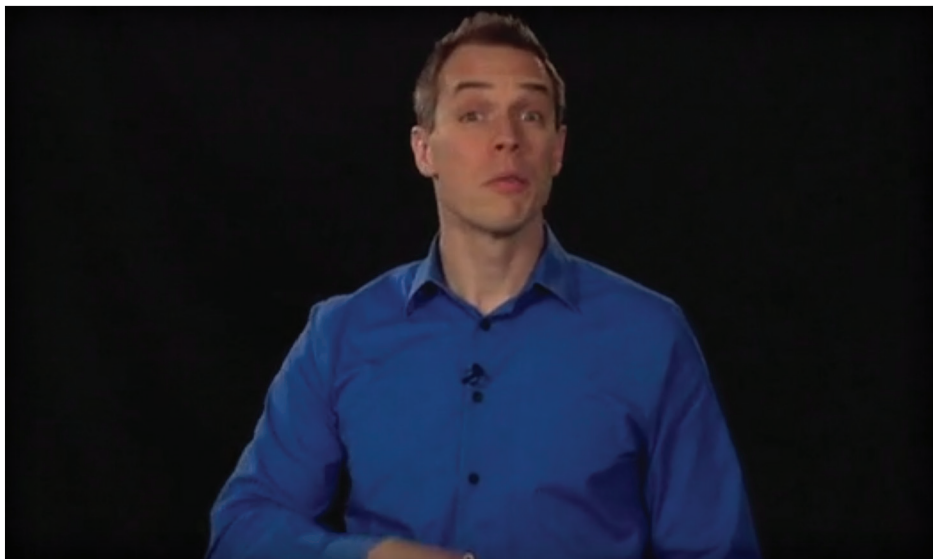




JEFF HAVENS

ETHICS VIDEO SERIES

INSTRUCTOR GUIDE



INSTRUCTOR GUIDE

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INSTRUCTOR INTRODUCTION

Hello, and welcome to the Ethics Series, presented by Jeff Havens and Big Pow Training. This manual is designed to help you teach various elements of ethical behavior in a manner that is simultaneously educational and entertaining. Countless studies have shown that people remember information better and for a longer period of time if it is presented in an entertaining way, and so we've dedicated ourselves to providing you the tools to do exactly that.

This training is designed to provide education in four core areas:

- 1.** How to handle gifts, favors, and other things that are sometimes called bribes
- 2.** How to deal with conflicts of interest
- 3.** How to address (and avoid) issues of workplace discrimination and harassment
- 4.** How to talk about company property and information, and who to talk about it with

Each section has been provided with the following:

- A short video to introduce the topic and outline some major points.
- A summary of the text associated with each video in the Participant's Workbook. This is so you'll always be able to see what your participants are seeing.
- Guidelines for how to use each video (along with the associated questions in the Participant's Workbooks) to teach each topic to your participants.
- Ideas and exercises to help you make each lesson as entertaining as possible.

Again, the point of this series is to help you teach an important subject in an entertaining and memorable way. We have designed this training to be plug-and-play; that is, you should be able to read this book and immediately begin your training without any additional prep work. However, feel free to incorporate as many of your own ideas as you wish in order to augment what is presented here.

Sorry this introduction was boring. It won't happen again.

INSTRUCTOR GUIDE

GRAPHICS KEY



We are encouraging you, the instructor, to provide the group with certain information whether through lecture or examples provided.



These are suggestions and examples of ways you can illustrate the points being made in a given lesson through humor.



This marks the beginning of a suggested group exercise.



We are encouraging you to start a group discussion with the participants.



This marks a time when we suggest you play a video from the accompanying video series.

It goes without saying, but we'll say it anyway, that these are simply suggestions to help you organize this course. Feel free to use what you like and ignore what you don't.

JEFF HAVENS

SPEAKER & TRAINER

"Most Ethical Person Alive"





PART ONE



GIFTS, FAVORS, AND OTHER THINGS OCCASIONALLY CALLED BRIBES

SECTION #1

This section will utilize the following video:

EPISODE 1

WHY EVEN BOTHER WITH ETHICS TRAINING



SUGGESTED INSTRUCTOR OUTLINE



Begin training by either handing out workbooks or making sure that all participants have their workbooks with them. Introduce yourself and the course. If you are handing out workbooks for the first time, read the introduction in the Participant Workbook together as a group. This should take no more than 5 minutes. If you like, you can begin by saying something like the following: “Thanks for coming. Not like you had a choice, since it’s mandatory, but thanks for not conveniently being sick today.”



To begin the course, have your group answer the questions in the introduction, then share their answers from to Question #3. You can introduce this by saying something like the following: “We’re here today to focus on ethics, and we’re all guilty of occasionally being unethical. And to prove it, I’d like everyone to stand up, say their name, and then say one unethical thing they did when they were younger. I’ll get us started.” Then share a funny story from your past – something light and harmless that will break the ice and make people comfortable sharing their own stories.



Show **EPISODE 1: WHY EVEN BOTHER WITH ETHICS TRAINING**



Discuss your company's rationale for participating in (or requiring) ethics training.



Go through the questions in the participants' workbooks as a group, and encourage them to take notes in their books when they hear answers they would not have come up with.

WAYS TO MAKE IT **ENTERTAINING**



As you answer Question #1 as a group, ask "What are some of the things about prison that don't sound appealing?" Encourage people to come with as many answers as possible before moving on to the more serious questions.



HOMEWORK!

These questions, along with video summaries, are included in the participant workbook.

EPISODE 1: WHY EVEN BOTHER WITH ETHICS TRAINING

1. Why should we even care about being ethical?
 - a. Because doing the right thing is intrinsically important
 - b. Because sometimes you get caught when you're unethical and get fined a lot or even have to go to prison, and even the nice white-collar prisons are still pretty crappy
 - c. I kind of think that both answers are OK. Can I circle both answers please?
2. Have you ever chosen not to buy things from a particular business for ethical reasons? What business (or businesses), and what were your reasons?
3. What is one instance relating to your particular job where you think there is absolutely a right way to do things, and a wrong way to do things?
4. Can you think of an instance in which the ethical decision also turned out to be the best business decision? (Hint: the answer to this question is "Yes I can!" You just need to think long enough to pick one of those examples and write it down here.)

SECTION #2

This section will utilize the following video:

EPISODE 2

THE REMARKABLY OBVIOUS DIFFERENCE BETWEEN
A GIFT AND A BRIBE



SUGGESTED INSTRUCTOR **OUTLINE**



Show **EPISODE 2: THE REMARKABLY OBVIOUS DIFFERENCE BETWEEN A GIFT AND A BRIBE**



Discuss your company's policies regarding acceptable and unacceptable gifts or favors. If you have printed materials about these policies, pass them out here. Then go through the questions in the participants' workbooks as a group and encourage them to take notes in their books when they hear answers they would not have come up with.

WAYS TO MAKE IT **ENTERTAINING**



While discussing your company's gift policies, let your group know that all of these rules exist because sometime in the past, someone sued someone about something related to this stuff. So if they get upset that they have to abide by these rules, tell them to blame those people, not you.



To reinforce the effect that unacceptable gifts can have on our ability to think objectively, ask your group the following questions. This should lead to some entertaining answers and an easy ability to talk about why your company has limits on what it is and is not acceptable to take from others.

a) Would you eat a live cricket for \$5? For \$100? For \$1,000? For \$10,000?

b) Would you punch a complete stranger in the face for \$100? For \$10,000? For \$100,000?

c) How much money would it take for you to tell someone else's 4-year old that there is no such thing as Santa Claus?



HOMEWORK!

These questions, along with video summaries, are included in the participant workbook.

1. Which of the following statements are true regarding acceptable and unacceptable gifts? Circle as many as you like!
 - a. If a transaction takes place at night in a dark alley somewhere, it is acceptable.
 - b. If the gift-giver is expecting something in return for giving you something, it is unacceptable.
 - c. It is no big deal if the 'gift' in question affects your ability to make an objective decision.
 - d. If a client hands me a brown paper bag stuffed with 10s and 20s, I see no reason not to treat myself to a steak dinner.

2. One of your employees offers to let you use their speedboat for the weekend. You really really want to, and you know that your employee really really wants you to give them a promotion for which you're obligated to consider at least three candidates. What should you do? (You know the answer! Don't make me shake my head in sadness at you!)

3. A vendor you frequently work with is coming to town for the weekend, and she offers to take you and your family to a basketball game. Or a vineyard, or an amusement park, or a dolphin-riding excursion, or an underground cage fighting tournament – whatever. The point is, is it ethical to take her up on it, and why?

4. A vendor you've never worked with is coming to town and wants to take you to dinner and talk about their products. Is it ethical to accept? What if they want to take you on an expensive sleigh ride through the city while showering you with jewelry and handmade alpaca furs?

5. If you ever don't know what you're supposed to do in a given situation, who can you ask for guidance? What if that person is trapped in a mine somewhere?