

CITYETHICS 2014

FACILITATOR'S GUIDE

Theme, Format & Access

Theme:

This year's ethics training focuses on three of the City's policies:

- Outside Employment
- Conflicts of Interest
- Use of City Resources

Format:

The training module is designed to be watched in workgroups, not as individuals. Each department's management team decides how the training will be rolled out to the employees.

Departments may choose to keep training sessions small and have them just within workgroups, while others may choose to train large groups or divisions together.

Adobe Flash 11.2 or later is required to view the module.

Access:

The link to the CityEthics 2014 module is posted in one location- The City's external website on the Law Department's site, under the **CityEthics** page.

- **The training module will run within the City's Network and is not accessible to the public.**
- **Due to the City host server, some computers may show a Network Security message: "There is a problem with this website's security certificate."**

The website is secured. You may continue to run the training module by selecting: **"Continue to this website (Not Recommended option)."**

Preparing For the Training Session

Below is a checklist of things facilitators can do to prepare for a successful training session:

- ❖ Test the computer that will be used for the training before the session to make sure the module plays without any technical problems. (Note: The most common technical problem is the computer doesn't have the most recent version of Adobe Flash installed. For help with this, call the Help Desk.)

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- ❖ Think of examples in advance of how outside employment, conflicts of interest, and use of City resources pertain to your workgroup and be ready to give examples during the discussion questions if participants need help in relating the videos to themselves.
- ❖ Prepare a sign-in sheet and take it to the training session.

Discussion Questions & Scenario Summaries

Discussion Questions:

The training module highlights three City policies. A set of questions follow for the participants to discuss.

The Role of the Facilitator

The facilitator has three main responsibilities:

1. Test the module on the computer that will be used for the training before the session begins to make sure it is working.
2. Start the module and follow the directions of the narrator by clicking on the appropriate buttons or pictures to move through the module.
3. Engage the employees by guiding the conversation during the discussion questions.

A successful training session is one in which the module plays to the end without technical problems, the participants feel comfortable contributing their opinion, and everyone leaves the training understanding how the policies highlighted in the module relate to their department and what they personally do at the City.

Assistance Needed

You can contact An Duong-Schultze for technical assistance with the module or LaVonia Horne-Williams for assistance with registering and tracking employee participation in TRAIN.

An.Duong@austintexas.gov
(512) 974-2180

LaVonia.Horne-Williams@austintexas.gov
(512) 974-2625

Thank you from the Ethics & Compliance Team!

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