

CITYETHICS 2015

FACILITATOR'S GUIDE

Theme, Format & Access

Theme:

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

- Outside Employment (COA Personnel Policies, effective February 2014)
- Gifts (Administrative Bulletin 14-03, effective 6/30/14)

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.

Access:

The link to the CityEthics 2015 module will be posted in two locations-

1. The City's external website on the Law Department's webpage, under **CityEthics**
<http://www.austintexas.gov/page/cityethics-annual-training>
 2. The City's intranet-CitySpace page under **CityEthics**.
<http://cityspace.ci.austin.tx.us/departments/ethicscompliance>
- The training module will run within the City's Network and is not accessible to the public.
 - Adobe Flash 11.2 or later is required to view the module.

Preparing For the Training Session

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

- ❖ Work with your department HR to obtain your department's banner report. This report will give you a list of all employees in your department. You can then determine all employees who are required to take the training. **This will include temps this year.**
- ❖ Find out who the TRAIN Administrator is for your department. That person will be responsible for assisting you with creating the classes in TRAIN, entering and updating employee training information.
- ❖ Test the computer you will use for 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.)

- ❖ CDs of the training module will be provided upon request.
- ❖ Print the roster from TRAIN and use it for all training sessions.
- ❖ Think of examples in advance of how outside employment and gifts pertain to your workgroup and be ready to give examples during the discussion phase if employees need help relating to the videos.

Discussion Questions & Scenario Summaries

Discussion Questions:

The training module highlights two City policies. Using the FARM acronym, there will be key questions to ask employees. If the answer to any of the questions is "yes", then the facilitator should help the employees learn how to seek advice.

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 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 CTM Help Desk for technical assistance with the module and LaVonia Horne-Williams for assistance with registering and tracking employee participation in TRAIN.

CTM Help Desk

https://coacf10i.austintexas.gov/helpdesk/service_desk/index.cfm

(512) 974-4357

LaVonia.Horne-Williams@austintexas.gov

(512) 974-2625

Thank you from the Ethics & Compliance Team!

For ethics-related questions:

Ethics & Compliance Team: (512) 974-2180

To report fraud, waste, and abuse:

24-hour Anonymous Hotline: 974-2798