Frequently Asked Questions – Focus on Ethics in Person Training FAQ

Overall Questions

What is the in person ethics training?
The Focus on Ethics training is an in-person training, meant to be delivered by supervisors as facilitators with their teams. Supervisors experience the training as learners first, and then the supervisor would be prepared to facilitate the same training with their direct reports, following a "train the trainer model". Administrators received the in person ethics training during the summer of 2018 as part of the ethics training roll-out.

How long is the in person ethics training?
The in person ethics training should take approximately two hours and includes ethical scenarios for group deliberation.

Who is required to take the ethics training?
Ethics training is required for employees in all divisions, including full-time credit faculty, staff, temps with benefits, department chairs, and administrators. Part-time credit faculty, WD&CE part-time non-credit faculty, and casual temporary employees are welcome and encouraged to take the training, but it is not a requirement. Check out the required trainings for FY 2019 for more information.

What is the online ethics training and how do I access the online ethics training?
The online ethics course, Ethics@MC, is available now in MC Learns under the Required Training section.

Is there an order to the two ethics trainings?
No. There is no order to the two trainings. Please complete both trainings before the end of FY 2019.

Questions for Employees

How do I enroll in the Focus on Ethics training?
Supervisors will arrange meeting times to conduct the training with team members. Employees need to attend and participate in the planned sessions as arranged by their supervisors. Employees should feel free to ask their supervisors about the expected dates of the ethics training planned for their department. Attendance sheets will be collected in the training to be entered into MC Learns.

Why are supervisors facilitating the training?
Supervisors are the primary facilitators of the in person ethics training as an opportunity for employees to see their manager as an ethical role model. Supervisors are prepared for the training by first experiencing the training as learners. Then the supervisor would be ready to facilitate the same training with their own team members or direct reports, following a "train the trainer model". In addition, the Office of Compliance, Risk, and Ethics has a team of facilitators who can assist with training, serving as facilitators, co-facilitators, or coaches.

What should I do if I have not heard anything from my supervisor about the in person training?
Supervisors will arrange meeting times to conduct the training with team members. Supervisors should communicate with their teams that the in person training is coming, particularly regarding the date for scheduled in person ethics training for the team. Employees should feel free to ask their supervisors about the expected dates of the ethics training planned for their department.

What are my options if I cannot attend the in person ethics training provided by my supervisor or department?
Team members benefit most by taking the in person training with their teams, so every effort should be made by both the supervisor and the team member to make sure there are adequate opportunities for team members to participate in the scheduled training. If that is not possible, supervisors and team members have a couple of options:

- Ask to attend the training of another department, preferably a department with similar work where the discussions would be relevant. Supervisors should help by suggesting another team whose upcoming training may be suitable for a team member to attend.
- Team members may request a make-up session for those who have missed the training in your division. For example, if there are a group of people in Student Affairs who have missed the training, request of a unit supervisor who has conducted the training to assist to offer a make-up session.
- Make-up sessions will be offered late in the academic year for those who have not been able to complete the training through any other means.

Will there be make-up sessions for the in person ethics training?
Team members benefit most by taking the in person training with their teams. If that is not possible due to schedule conflicts or other unavoidable reasons, another option is to attend a make-up sessions scheduled as an opportunity to complete the training. We anticipate the make-up sessions to be held after spring break so that every effort is made to first complete the training with team members.

Where will the record show that I completed the in person training?
Attendance sheets will be collected in the training and entered into MC Learns. Once completed, the MC Learns training history will indicate the required class is complete.

How may I obtain a disability-related accommodation?
If you are unable to access this training, due to a disability, and need it in an alternative format, please contact Rowena D'Souza (*rowena.dsouza@montgomerycollege.edu*) to request an accommodation.

Questions for Supervisors

What are the materials for this training? Do supervisors have to develop the ethics training on their own?
Supervisors should experience the training as learners first, and then the supervisor would be ready to facilitate with their direct reports (a train the trainer model). Supervisors would arrange meeting times to conduct the training with team members.
Training materials have been developed specifically for the Focus on Ethics in person ethics training. The ethics materials were created initially by the former Ombuds and then further developed by the Office of Compliance, Risk, and Ethics. Supervisors will receive a detailed facilitator guide to assist in preparation and delivery of the ethics training with their teams. Supervisors would use the facilitator materials as an important guide and reference during the training.

How will supervisors obtain the ethics training materials? Where are the ethics training materials?
Electronic versions of all the ethics in person training materials are located in the Administrator Blackboard portal (August). Supervisors can receive the training materials from the Administrator of their unit. In addition, the Office of Compliance, Risk, and Ethics can send supervisors the training materials as needed.

Do supervisors of temps or student workers have to provide the training?
Ethics training is required for employees in all divisions, including full-time credit faculty, staff, temps with benefits, department chairs, and administrators. Part-time credit faculty, WD&CE part-time non-credit faculty, and casual temporary employees are welcome and encouraged to take the training, but it is not a requirement.
The in person ethics training is not for student workers. If a supervisor only manages student workers or casual temporary employees, then the supervisor does not have to organize and facilitate training. Please contact the Office of Compliance, Risk, and Ethics with any additional questions or concerns about this requirement.

Is there assistance available if a supervisor has questions about the in person ethics training?
Yes. The Office of Compliance, Risk, and Ethics can provide coaching and assistance with preparation for training. In addition, the Office of Compliance, Risk, and Ethics has a team of people who can help by serving as co-facilitators, schedule permitting.

When should supervisors schedule ethics training?
Supervisors should plan to conduct in person training for their teams as soon as possible after they have completed the in person training as learners with their management. Supervisors directly will arrange the specific meeting times to conduct the training with team members. The in person training must be completed by employees before the end of FY 2019, so it is important to schedule training with teams early enough in the year.

What information should I share with my team about the in person training?
It is important for supervisors to communicate with their teams that the in person training is coming, particularly regarding the date for scheduled in person ethics training for the team.

What should supervisors do after they complete the training with their teams?
After completing the in person training with their teams, supervisors would send the evaluations and sign-in attendance sheet to Rosa Trigo in the Office of Compliance, Risk, and Ethics. The sign in sheet is important so that employees who attend can get credit in MC Learns.

At any time, before, during or after the trainings, please check out the Employee Code of Ethics. It is in place for you! Check out the Office of Compliance, Risk, and Ethics webpages for more information or questions or reach us with your ethics related message at ethics@montgomerycollege.edu.