

# *B 2 B FaciliFacts*

*Presented by the Brother 2 Brother Team  
of the Lodge Resources Committee*

VOLUME 3, ISSUE 11



DECEMBER 2008



## Happy Holidays



From The...  
**Brother 2 Brother Team**  
Lodge Resources Committee

May the Christmas Season fill your home with joy, your heart  
with love and your life with laughter.

G R E E T I N G S



*From all of us!*

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### B2B FaciliFacts Back Issues Available

Submit your request to the B2B Team Leader

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## You Have Just Been Appointed Your Lodge's B2B Chairman

*The following is the **Final Part** in this series that offers the new Chairman some guidelines on his role in the lodge, how to run a successful meeting and how to engage the members of the lodge in discussion.*

### TIPS FOR LEADING DISCUSSION EFFECTIVELY

Discussion allows the members of the lodge to share their experiences, to express their concerns, and to seek answers to their questions. It is important to ensure that the discussion involves two-way communication.

As a Chairman, take responsibility for facilitating the discussion amongst the members.

Group discussion takes place on two levels – content and process. **Content** is the subject matter at hand. **Process**, the more challenging of the two, is how the discussion takes place and how participants interact. For successful group discussion, your facilitation of process is probably more important than your grasp of the content. In fact, if you feel strongly about the content of discussion, you may not be able to manage its process side and should consider enlisting someone else to facilitate discussion.

#### Getting discussion started

- Define topic for discussion and the reason it's important
- Prepare questions to ask audience to get things rolling
  - Phrase questions positively
  - Avoid leading questions
  - Use "open ended" questions
  - Break large problems into smaller ones
- Serve as a model participant – relate your own knowledge or experiences
- Keep discussion rolling
- Let participants answer each others' questions
- Clarify, interpret and summarize others' contributions
- Recognize the contributions of others and use them to build discussion
- Call on non-participants – questions with short answers are a good way to draw them into discussion
- Consider keeping a record of contributions

**Simple techniques for increasing participation**

- Take an informal survey or ask for a show of hands
- Have people answer questions in writing, then share their answers
- Assign a person to the role of devil's advocate
- Go around the room and ask each participant to state a concern or make a comment
- Provide the audience with exercises, then use them as a starting point for discussion

**Avoid common pitfalls**

- Talk with the group, especially during discussion
- Stop filibusters by ...
  - Break eye contact
  - Turn away
  - Say "Let's hear from someone else"
- Limit tangents
- Limit participants to short contributions
- Avoid saying "Yes, but..."

*Finally ...*

*Bring closure to the discussion, or acknowledge that discussion seems to have run its course by giving a brief summary of the ideas examined in discussion.*

**HOW DO YOU KNOW WHEN YOU ARE SUCCESSFUL?**

There are three ways in which you can measure your success as a Chairman of the "Brother 2 Brother" Program.

Your **first level** of success will be accomplished if you achieve the following:

- Undertake the role of Chairman with enthusiasm and a desire to succeed.
- Understand the information contained in the Membership Retention Manual, along with the goals and purpose of the program.
- Work with the Worshipful Master to determine a strategy for utilizing "Brother 2 Brother" in your lodge.

**HOW DO YOU KNOW WHEN YOU ARE SUCCESSFUL?** – cont'd.

Your **second level** of success will be accomplished if you:

- Develop a plan of action for assessing where the program can help your lodge.
- Identify specific issues that can be addressed and prioritize those issues.
- Develop and document a plan for how to address each specific issue that your lodge is experiencing.
- Implement your plan.
- Document you findings and compare the results to your goal. Did you see an improvement in the area of the lodge that you chose to target?

Your **third level** of success will be accomplished when you:

Report your findings, whatever the result, to the District Chairman. You will have to get feedback from the lodge in order to determine the results of your work. Listed below are some ways of recognizing your success.

Improved morale  
Better attitude  
Better teamwork  
Higher productivity  
More co-operation  
Greater enthusiasm

Less apathy  
Fewer excuses  
No buck passing  
No or reduced gossiping  
Better communication  
More people feeling happy about lodge!

The list is ongoing; however, find the things that will work for you and your specific lodge. You must get feedback from the lodge.

*Remember ... if one particular plan does not work, try something else until you find the right combination that does work.*



## Give Brother 2 Brother A Try In Your Lodge!!

Our goal this year is to provide the lodges of the Jurisdiction with a road map that can lead to long-term sustainability. It is a program based on membership retention, member involvement, lodge administration and it encourages excellence. It teaches us that *when we are united in our efforts we have strength and when we build on our strengths we can achieve what others cannot.*

You can learn more about the *Benefits & Proven Techniques* of the program by arranging for a presentation to be conducted in your Lodge or District.

For more information contact the B2B Team at: [ldwates@sympatico.ca](mailto:ldwates@sympatico.ca)

**We Are Here To Serve You!**