

B 2 B FaciliFacts

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

VOLUME 3, ISSUE 10



NOVEMBER 2008

You Have Just Been Appointed Your Lodge's B2B Chairman

So you say to yourself, now what do I do?

*Well, it is our hope that we can take some of that worry away. The following is **Part 2** in this helpful 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.*

HOW TO RUN A SUCCESSFUL MEETING

Presentation Formats

Workshop Format:

Excellent for interaction
Assign topics
Have leader report to group
List action on flip chart

Break into small groups (3 to 6)
Appoint small group leaders
Discuss conclusions
Rotate leadership

Seminar Format:

You plan completely
Emphasis on action

Need total preparation
Follow training plan

Panel Format:

Trainer directs
Each can make an opening statement

Gets interaction
Available for questions

Guest Speakers:

Some advantages of group presentations are:

Interaction gets all involved
Builds trust
Everyone understands each other better

Each person is a resource.
Brings out ideas

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B2B FaciliFacts Back Issues Available

Submit your request to the B2B Team Leader

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Preparation For Better Meetings

Preparation is essential for a successful meeting. A logical approach will enable you to achieve your objectives. The following items may be helpful in preparing and delivering an excellent presentation:

- Be prepared before the meeting starts. Use a checklist.
- Set tables and chairs for maximum effect.
- Start and end on time.
- Ensure that all participants are introduced.
- Present the meeting objectives. Set the stage - who, what, where, when and why.
- Set the guidelines...what will you cover?
- Everyone is entitled to an opinion.
- Encourage participation Controversy accepted, but it should be controlled and sincere
- Take regular breaks throughout your sessions. Never go past 45 minutes without a break or stretch.
- A change of pace can keep group interest high. Try breaking into groups.
- After a break, review quickly what you have just covered. Then outline what is to come.
- Encourage note taking for home study
- Get people to believe in themselves. As they build faith in their abilities, they will succeed and improve their self-esteem.
- The better the planning the better the meeting. What are the needs? What has to be accomplished? Answer those questions then set your goals.
- Write out your plan on paper so you can focus on the goal. This will also keep you on track.
- Stay on time.
- Build upon your successes. Once your plan is established it will be relatively easy to start future sessions from where you left off.
- Practice before you get in front of the group.
- Let the participants do the work of developing answers to the questions. They must at the end of the day, take ownership.
- Always follow-up, give feedback and instil confidence.

Knowledge & Confidence = Success

Barriers in Training

Let's first address the barriers in training.

- Noise
- Differences in learning abilities
- Lack of discipline
- Lack of motivation
- Late arrivals
- Language barriers
- Talkers
- Problem participants
- Seating (Room Arrangement)

Remedies and Approaches

- Avoid the use of sarcasm or ridicule
- Address everyone on the level
- Maintain control
- Allow for individual differences
- Demonstrate enthusiasm
- Maintain dignity
- Establish standards of excellence
- Set an example
- Take a personal interest
- Provide the right climate

If after attempting to resolve a problem you find that the problem has not been eliminated, consider breaking into groups or taking a break. Remember you don't have all the answers.

They are adults so get them to solve the problem.

Asking Questions

The technique of asking questions is an art that every facilitator should master. Questions should ensure interaction. You should ask questions to open a discussion, keep interest alive, get participants involved, advance the discussion, develop the topic, gain acceptance, or to get action.

Asking Questions – cont'd.Open Ended Questions:

- Allow people to talk and develop answers
- Do not restrict yes or no responses
- Expresses opinions, thoughts and ideas
- Probe for more information
- Qualify a person's thinking
- Open questions usually begin with Who, What, Where, When, Why and How

Closed Ended Questions:

- Restrict answers to "yes" or "no"
- Elicit a specific, short answer
- Further clarifies a participant's thinking
- Guides discussion

Next Edition – “Leading Discussions and Measuring Success”

Notice

To all B 2 B Lodge Chairmen or Team leaders

A new Masonic Year begins and with it comes a fresh opportunity to REVITALIZE the Brother 2 Brother program in your lodge. The principles of the program have never been more important than they are today. Engaging and involving the membership in activities within the lodge and the community will take you down the path that leads to the highway called “Long-Term Sustainability”.

As outlined in the September edition, there are many positive signs emerging. The light that shines within our lodges is beginning to glow much more brightly. Now is the time to begin “Building On The Momentum” that has been created. Now is the time to act. Now is the time for the individual Mason to step up and “Make A Difference”.

The B2B Team asks that all Chairmen or Team Leaders keep us informed of your activities. Send us your **Feedback**. Provide a brief activity report informing us what B2B initiatives you have implemented and describe to us the difference they have made in your lodge. We will be pleased to include your success stories in an upcoming edition of the B2B FaciliFacts.

Send your reports to VWBro. Iain Wates, B2B Team Leader, Lodge Resources Committee at ...
idwates@sympatico.ca

Note From The Editor:

Every so often the B2B Team comes across a story or message that it feels is worthy of repeating to a larger audience. This month we provide a re-print of a message found in the October 2008 summons of Corona Lodge No. 454 in Burk Falls; Muskoka Parry Sound District. We thank W. Bro. Robert van der Wijst for granting his permission to use this message. Let us all ponder the lessons herein contained.

Message From The East

When does a Lodge do its most important work?

Is it on lodge night when we clothe ourselves in tuxes, suits, regalia and show off our polished work to members and visitors? Those formal lodge meetings are important, but I would pick the Tuesday before lodge as the time when Corona's real WORK gets done. That is our traditional rehearsal night and the night that our Committee of General Purposes meets.

Operative Masons toiled in the dust and muck of their building projects. Their tools and hands were marked with dirt and scratches. Sure, they dressed up on the odd feast day to celebrate; but for their real work they wore everyday clothes because their labours were dirty, difficult and long. Our aprons are a reminder of that fact. Hard work took both an emotional and physical toll on our ancient brethren.

Why then, would we think that the REAL WORK of speculative Freemasons ... that of "Making Good Men Better" ... should be any easier or different? It is not. Our REAL WORK is done in the crucible of those Tuesday rehearsals and Committee of General Purposes meetings. Differences of opinion test our tempers, our humility and our brotherhood. Each man must come face-to-face with his own imperfections of memory, pride and temperament and then surmount them. If we learn from our errors they will form a solid foundation for our triumphs.

Masonry is not a one-man job. There is only so much a man can accomplish alone, like reciting in the car or pacing before a bedroom mirror. One man never built a cathedral or any other worthy edifice alone. GOOD WORK is not the result of any one man's perfection. It demands that we put trust in each other; combine our individual strengths; praise, support and encourage our brethren.

Those Tuesday nights produce their full measure of fun and laughter, too. Our humanity shows through. We learn to do our best; to take our lumps and our lessons; and to move on to the next challenge.

Don't miss the very best our Fraternity has to offer. Build your knowledge and confidence; cement relationships with your brethren. Take a new bit of work, or just lend us your body to represent a candidate, distinguished guest or the like. See you at rehearsal.

Fraternally,

Bob van der Wijst

Bob van der Wijst
Worshipful Master
Corona Lodge No. 454
Muskoka Parry Sound District

October 2008 Lodge Summons