Rotary Leadership Institute Faculty Orientation
Purpose Of The Day

- Provide all Discussion Leaders with techniques that can be used to enable learning

- To enable each discussion leader to feel comfortable with any group or topic

- So that we may provide all future RLI Faculty with the means to enhance their work with the RLI
How Do We Learn & Retain Most Efficiently?

- What is the Learning Pyramid?
- How can we make use of such information?
Learning Pyramid

National Training Laboratories
Bethel, Maine

Average Retention Rate

- Lecture: 5%
- Reading: 10%
- Audio-Visual: 20%
- Demonstration: 30%
- Discussion Group: 50%
- Practice by Doing: 75%
- Teach Others / Immediate Use: 90%

SERVICE Above Self
Working With Adults

Why can teaching adults be more difficult than teaching children?

Adults:

- Learn best when problem centered
- Relate new knowledge to old
- Adults, especially volunteers, don’t like to be told....They like to be asked.
Remember Adult Learners...

- Have years of experience
- Have beliefs, values, and opinions
- Have pride
- Need for self-direction
- Are stressed when past knowledge is challenged—may show it and tell you!
What’s the difference?

- Facilitator
- Discussion Leader
- Lecturer
The Four Functions of a Discussion Leader

- Introduce and present the purpose of the session
- Stimulate the exchange of knowledge and experiences with everyone having an opportunity to participate
- Keep the objectives clearly defined and followed by the group
- Summarize the discussion
Discussion Leaders

- Tell A Little
- Ask A Little

*The Discussion Leader has a stake in the outcome.*
In Advance...

1. Determine the pace of your program!

2. Develop your questions to stimulate discussion
   - Fact Questions vs. Why Questions

3. Know what points you are trying to bring out!
Rules on Presentation Portion

1. Be focused

2. Script your remarks

3. Be brief to allow for group input and questions (normally not more than 5 minutes)

4. Focus on main points you wish to make

*Remember, you don’t have time to cover everything!*
The Discussion Leader Must Be:

- Able to keep the group focus on the agenda
- A clear communicator
- Unbiased
- Tactful
- Analytical
- Quick thinking
- Patient
- Polite

*What other traits must the meeting leader possess?*
Use of Questions

- What is an open ended question?
- Do you know what a closed ended question is?
- When do you use each type of question?
Use of Questions

- Overhead Questions
- Directed Questions
- Reverse Questions
- Relay Questions
- Redirected Questions
- How should you handle NO response to questions
Handling Questions

- Listen to the entire question
- Show that you are listening
- Ensure that the question is answered
- Use of a “parking lot”
How Does A Good Discussion Leader Connect?

- Look at the person
- Listen to the feelings of the question or the response to a question as well as the words
- Move towards the speaker
- Any other things that the DL should do?
Active Listening Techniques

- Clarifying
- Acknowledging
- Supporting
- Enhancing
- Problem solving
Techniques to Respond to Questions

- Show an interest
- Repeat the question or paraphrase it back to participant
- Avoid answering the question yourself

Exceptions:
- The group can’t answer the question correctly
- Time is short—answer the question carefully

- Be sure the question asked is answered
How To Prepare? That Is The Question Before The Event

- Go over all materials in your assignments
- If you are not sure about some of the material, ask questions of someone who might have some information for you
- Make your own notes
- Time your presentations
A Few Things That May Happen & How To Handle Them

- Side bar conversation
- Same person always waving hand
- A “heated debate” between two participants
- An interruption from the outside:
  - Lunch arrives
  - A visiting dignitary comes to visit
Common Disruptive Behaviors

Check off the types of behavior that are a problem for you at meetings:

- Argumentative or combative attitudes
- Rude or sarcastic comments
- Bullying behavior
- Disruptive clowning behavior
- Constant complaining
- Frequent irrelevant discussion
- Rambling, repetitive speech
- Not listening to others when they have the floor

continued...
Common Disruptive Behaviors, continued

Check off the types of behavior that are a problem for you at meetings:

- Participants who hog the floor
- Arriving late
- Unprepared attendees or presenters
- Attendees who do not participate
- Sexist comments
- Whispering to others during the meeting

What over types of behavior have you seen that make productive meetings more difficult?
The Day Of The Training

- Go to your room early and check out the following:
  - Seating—U-shaped is most desirable
  - Check all equipment, does it all work?
  - Put your introductory slide up on the screen
  - Place your card at each seat. Why?
  - Be at the door to greet your class as it arrives
Things You Should Have — Just In Case

- A clock—you need to be aware of the time (Running over is really not good and takes time away from the DL using the room after you)
- A marker or two
- Extra copies of any handouts
How To Use A Scribe

- Ask someone ahead of time, if possible
- Clarify what is said and then make sure the scribe writes just that. Ask if that is the intent
- Let the scribe know that they are welcome to participate in the discussion
- Be sure to say “Thank You” when the exercise is done
Last But Not Least

- Whatever the subject, have a positive attitude
- Don’t answer questions unless it is ABSOLUTELY necessary
- Keep a relaxed attitude—**SMILE**
- Above all—**HAVE FUN!**
Part I

- **Session 1**: The General Session
- **Session 2**: Leadership I—What are the characteristics of a good leader?
- **Session 3**: Rotary Beyond the Club—Rotary’s organizational structure
- **Session 4**: Membership I—How can we retain our membership?
- **Session 5**: Leadership II—How can club leaders exercise leadership?
- **Session 6**: Foundation I—Why is the Rotary Foundation important?
- **Session 7**: Service Projects—Creating community service projects
Part II

- **Session 1**: The General Session
- **Session 2**: Leadership III—How can we exercise leadership in committees?
- **Session 3**: Vocational Service—What is Vocational Service?
- **Session 4**: Membership II—How can we attract qualified members?
- **Session 5**: Foundation II—The Share Program
- **Session 6**: Running A Club Meeting—What are the elements of an effective Rotary meeting?
- **Session 7**: Analyzing Your Rotary Club
Part III

- Session 1: The General Session
- Session 2: International Service—How can clubs participate in international service projects?
- Session 3: The Programs of Rotary—How do we put “Service Above Self” into practice?
- Session 4: Leadership IV—Public Speaking
- Session 5: Creative Service—How can your club provide “Service Above Self”?
- Session 6: Public Relations—How can we make the public aware of who we are?
- Session 7: Analyzing The Rotary Leadership Institute—How can we make it better?