

## SECTION 2: GUIDELINES FOR THE LODGE FACILITATOR

### 2.1 PURPOSE

#### Section 2.1 - Purpose

- As a respected person chosen to implement the BTB program, you can help your lodge with the growth, satisfaction and productivity of your membership through the quality of leadership you provide.

This section will provide some tools you may wish to utilize, in order to achieve your lodge's desired results.

Brother to Brother Program  
The Grand Lodge A.F. & A.M. of Canada in the Province of Ontario

### 2.2 THE LODGE FACILITATOR: A DEFINITION

#### **Lodge Facilitator:**

A person who introduces the "Brother to Brother" Program and Tool Kit into the lodge through the Worshipful Master. The Facilitator develops a plan of action for the use of the program ensuring that the plan is implemented, and results are documented.

Encourage interaction of:

- The views and ideas of the young and old
- Various occupations, expertise and skills
- Urban and rural perspectives

## **2.3 THE ROLE OF THE LODGE FACILITATOR**

Congratulations on being selected to provide leadership in a program which may well be described as the greatest link our fraternity will have with the next century.

You have been recognized as a leader by your lodge and are charged with the responsibility for the growth, satisfaction and productivity of the brethren in your lodge.

This process is designed to help YOU create the foundation for progress.... people progress. In your position you will facilitate the process to achieve the following:

- Encourage the brethren to identify and realize their potential
- Help to build a shared, common focus for the lodge
- Develop a plan for communicating the "Brother to Brother" Program
- Advance the lodge in a positive direction

This Tool Kit is key to the success of the program. Please study it step by step in order that you may achieve the desired results.

Invest not only your time but your energy, enthusiasm and experience, and enjoy the results.

## 2.4 GUIDELINES FOR THE LODGE FACILITATOR

### 2.4.1 THE TWO GOLDEN RULES OF A FACILITATOR

- Authority of lodge management always rests with the Worshipful Master. All responsibilities are of a consulting nature only.
- The Lodge Facilitator cannot and should not do everything himself. His role is to facilitate and guide the process.



### 2.4.2 THE DUTIES OF A FACILITATOR

- To provide information about the "Brother to Brother" Program to every member of the lodge under the direction of the Worshipful Master.
- To work with the Lodge Officers to enhance their administrative, communication and organizational skills to retain, revitalize and renew lodge membership using the Tool Kit.
- To receive training on the "Brother to Brother" Program, to stay current on Tool Kit improvements, and to attend regional feedback sessions meetings about the "Brother to Brother" Program.
- To maintain current updated copies of the Tool Kit for use by the lodge and to present that material to members of the lodge as needed.
- To document "Brother to Brother" activities within the lodge and communicate that information to the "Brother to Brother" Regional Co-ordinator for summary.
- To provide positive and negative feedback about the "Brother to Brother" Program and Tool Kit to the Regional Co-ordinator for constant program enhancements.
- To share any new strategies or tools with the Regional Co-ordinator so that those successes can be shared by all Facilitators.

## **2.5 HOW TO BE A GOOD FACILITATOR**

A good leader leads by example. You obtain results through example. As people observe you, they are positively or negatively influenced. You are the messenger, not the message. As the facilitator, what you do and how you do it has an important impact on the results you will obtain.

### **2.5.1 WORKING YOUR PLAN**

To assist you in achieving successful results, the following suggestions may help:

- Allow and encourage the brethren to become involved and build their self-esteem. Encourage, praise and reinforce their actions. Confidence will soar.
- If you don't know the answer admit it, find the answer, and inform the people who asked the question. You will earn respect by these actions.
- The enthusiasm you generate will be mirrored by the brethren in conjunction with their acceptance of the program.
- Keep personalities out of the discussion. Focus on the objectives.
- You are dealing with adults. Help them, don't ridicule them in any way.
- Be a good listener. Good listening is the foundation of interaction.
- Challenge the group to move ahead and progress.

## 2.5.2 WHAT'S IMPORTANT WHEN TRAINING ADULTS

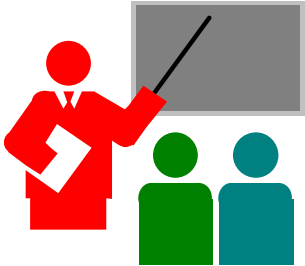
What do adults like, dislike, want and expect from the training you provide?

Review the following list and decide on your actions.

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### Working With Adults

Adults Like:



- Consistency
- To feel part of the process
- To feel important
- Constructive feedback
- To win and improve
- To avoid failure

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### 2.5.3 SKILLS OF A GOOD FACILITATOR

There are many skills needed to be a good facilitator. How well do you qualify? Review where you are today and set a plan to continuously improve. Occasionally review this list to see how you are progressing.

Use the qualifications listed below as a guide:

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## A Facilitator Should

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- Know the subject matter
- Have a professional bearing
- Be enthusiastic and motivated
- Have good communication skills
- Be a good listener
- Be well organized
- Have a good sense of humour
- Have good time management skills
- Display leadership by example
- Be aware of body language



## **2.5.4 HOW TO WORK WITH PEOPLE**

There are three things that make up our fraternity. The Book of Constitution, People and Tools. While Constitutional issues are often easily identified and remedied, breakdowns or failure to communicate is a more complex issue to resolve.

To this end it is imperative that you have a basic understanding of people. The following thoughts may assist in having an awareness:

- Take a personal interest in each individual
- Be patient
- Encourage suggestions
- Accept people despite their mannerisms
- Be reasonable
- Be willing to see the other person's viewpoint
- Take an active interest in their personal development
- Set clear expectations

### Group Dynamics

As a facilitator, you must understand the power of the group in order to obtain the desired result. Groups are always made up of those who work better:

- In a group
- As part of a team
- As individuals

Understand individual differences and use the strength of all. The results can be astounding.

## 2.5.5 HOW TO RUN A SUCCESSFUL MEETING

### 2.5.5.1 Presentation Formats

#### 1) 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.

#### 2) Seminar Format:

You plan completely.  
Emphasis on action.

Need total preparation.  
Follow training plan.

#### 3) Panel Format:

Trainer directs.  
Each can make an opening statement.

Gets interaction  
Available for questions.

#### 4) Guest Speakers:

Individual speaks

Some advantages of group presentations are:

- Interaction gets all involved
- Each person is a resource.
- Builds trust
- Brings out ideas
- Gives everyone a better understanding of each other



## 2.5.6 PREPARATION FOR BETTER MEETINGS

### 2.5.6.1 Preparation

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 notetaking 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.

### 2.5.6.2 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.

### 2.5.6.3 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.

#### *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

## 2.6 HOW DO YOU KNOW WHEN YOU ARE SUCCESSFUL?

There are three ways in which you can measure your success as a Facilitator of the “Brother to Brother” Program.

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

- Undertake the role of Facilitator with enthusiasm and a desire to succeed.
- Understand the information contained in the Tool Kit and the goals and purpose of the program.
- Work with the Worshipful Master to determine a strategy for utilizing “Brother to Brother” in your lodge.

Your second level of success will be accomplished if you: (See Section 3.0)

- 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 your 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 Regional Co-ordinator

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	Less apathy
Better attitude	Fewer excuses
Better teamwork	No buck passing
Higher productivity	No or reduced gossiping
More co-operation	Better communication
Greater enthusiasm about lodge!	Are more people feeling happy

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

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