



# **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



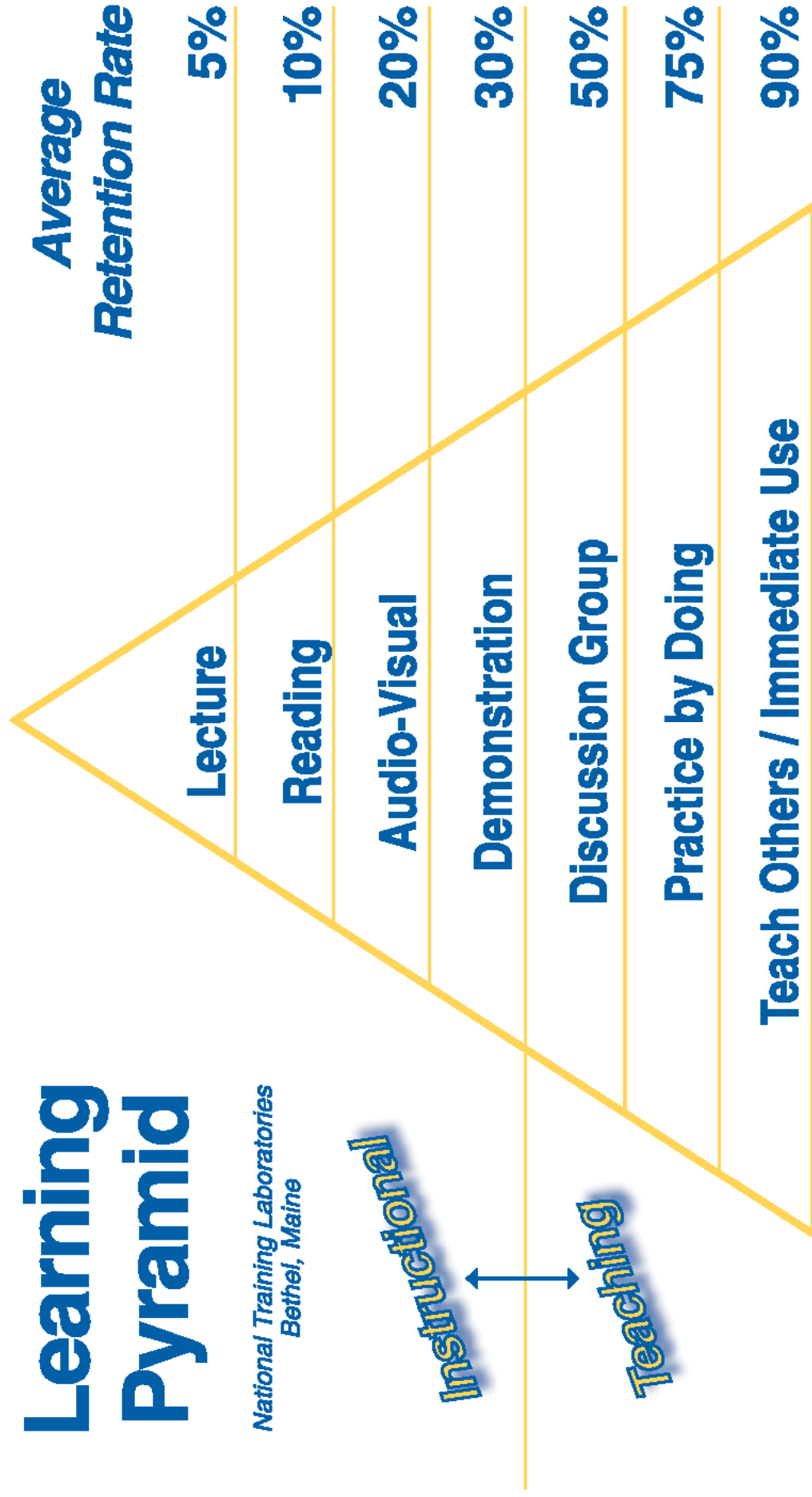
# How Do We Learn & Retain Most Efficiently?

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

# Learning Pyramid

National Training Laboratories  
Bethel, Maine

Instructional  
Teaching





# 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?