

# **COOKBOOK FOR TRAINING GOOD MASONS TO BE FUTURE LEADERS**

## **I. How to Find the Future Leader You Want**

- A. Use the same criteria you use to choose your Fellows for the Leadership conferences.**
- B. Sit back, watch, and listen.**
  - 1. Go to your Reunion classes and watch and listen to the new candidates.
  - 2. If possible, sit at different tables with people you normally don't break bread with.
  - 3. Go to degree work rehearsals.
  - 4. Observe stage, sound, wardrobe and make-up as they are working.
  - 5. Watch for the Brother who volunteers.
- C. While you are listening to and watching people, their level of commitment, how they work with others, and how others react to them should be obvious by the enthusiasm in their voice, the look on their face, what they volunteer for, and the effort they are putting into what they are doing..**
- D. Make sure to take notes on your observations.**

## **II. Dos and Don'ts of Developing a Leader**

- A. Once you have chosen someone, match their skills and personality with an appropriate job that will not be overwhelming.**
  - 1. Meet with them privately or in a group, which ever is appropriate.
    - a. Explain the project.
    - b. Assure them of your and others' support.
    - c. Brainstorm on how the project should be started. If you want them to set goals, specify how many.
    - d. Set a timeline of when they will get back to you as to how they want to proceed and the different steps after which to stop and analyze.
    - e. Connect them to people with whom they will need to work to procure materials and reserve rooms in which to work.
    - f. Make sure when they leave the first meeting that they have all the standard operating procedures for internal functions.(i.e. how to reserve a room for a meeting)
- B. Announce the committee leader and members and their task publicly.**
  - 1. Use your Orient or Valley communications.
    - a. E-mail blasts
    - b. Newsletters

- c. When talking at the lectern at an appropriate time
  - d. In conversations in the hall way to other members (Brothers like to hear from other Brothers that their leaders are saying positive things about them when they are not around.)
- C. Be careful not to give them a task then forget about them.**
- 1. Schedule regular meetings so that you or your representative can get updates.
  - 2. With regularly scheduled meetings, you will be able to spot if they are becoming overwhelmed and need more help.
- D. Don't let the attitude of "We've tried that before, and it didn't work." creep into the environment.**
- 1. Through meetings, training, and conversations, change the mindset about failures in the past on projects.
    - a. It might have been idea before its time.
    - b. The person in charge wasn't enthusiastic about the project.
    - c. Yellow flags were being ignored along the way.
    - d. The committee wasn't given the support they needed.

### **III. Developing the Keys for Success**

#### **A. Training**

- 1. You must know your audience.
  - a. Ill. Brother Smith's S.G.I.G. of SC presentation on generational differences would be very helpful here.
  - b. Understanding some basic learning styles.
    - 1). Two major learning styles are analytical learners and intuitive learners.
    - 2). Analytical learners tend to prefer straight forward lectures in which they receive the facts and very structured directions. The teaching style is known as the command style. The command style is very controlled and structured.
    - 3). Intuitive learners are the ones who can drive the instructor crazy. They tend to like to play the "What if" game. The best teaching approaches for intuitive learners are guided discovery, using part-whole or whole-part.
      - a). Generally speaking, Baby Boomers and those older would prefer part-whole as a teaching style, if command style is not being used, whether they be analytical or intuitive. Part-whole starts off with very specific, targeted projects or training and adds step-by-step increments to reach the whole idea.

b). Whole-part tends to be appreciated more by Gen Xers and younger learners. In this approach, the whole scope of the final outcome is presented, and then broken down into its steps.

c). The very best approach for all intuitive learners regardless of their age is guided discovery. The best example of this would be how many people go about building consensus. One lays out what the project is all about, discusses the project, and brings the conversation into the boundaries that have been set for the project.

4.) Baby Boomers and those older were instructed mostly as analytical learners during their school years. For Gen Xers and younger, the educational system has incorporated more intuitive learning practices.

2. Part of training is to use your trainees as trainers.

a. Train them at Club, Valley and Orient training sessions.

**B. Encourage them to surround themselves with people who compliment their weaknesses.**

1. When you are sitting down with them and going over the projects with them at different meetings, ask them what possible problems or situations which will be the toughest for them.

2. Ask them if they know a Brother who can help them in that area.

3. In your process of choosing them, did you observe someone who might fill in the voids or give advice?

**C. Training on how to run a Meeting**

1. Develop the philosophy among all of your leaders that you don't meet for the sake of meeting.

a. Have an agenda.

b. Use Robert's Rules of Order.

1). Take time during every meeting to go over a part of Robert's Rules of Order.

c. Always start each meeting with an invocation.

d. Two days before the meeting, send out reminders.

e. Make sure you have someone taking minutes.

f. Approve previous meeting's minutes prior to starting the meeting.

1). Send the minutes to the members to review prior to the next meeting.

g. At the end of each meeting, make sure every member has a chance to share their input for the good of the order.

2. Best way on how to Train someone to run a good meeting is through modeling.

Note: Ill. Brother Hoyt Sample, S.G.I.G. has developed a presentation, "Masonic Cooperative Education Program." This presentation could and would be very helpful.