

Setting Up a Roundtable in Your Area

In the book, *Performance Talk*, Karen learns a lot about leadership by participating in a roundtable with other supervisors. A roundtable is an effective way for working bosses to learn from each other and develop their skills.

We've developed some guidelines to help you set up an effective roundtable for yourself or the people who work for you. These are only guidelines. You're free to set up your roundtable any way you want to meet your own, unique requirements. We suggest you use these guidelines to start with, since they're based on experience.

Your roundtable meetings should consist of social time, a meal, presentation of material, and discussion. We suggest that you meet after work so that you're not rushed.

The idea of including social and meal time is to allow for unstructured conversations and the development of relationships. The idea of presenting material and formal discussion is to make sure that the roundtable is a learning tool for participants.

Members should take turns making short presentations on topics of interest to the group. You can use the topic list on the Three Star Leadership web site or structure your topic selection around the chapters in *Performance Talk*, or anything else that works.

It's a good idea to plan your presentations a couple of meetings ahead. That gives folks time to prepare and others time to develop their questions. Consider taking time at the end of each meeting to let folks know about the topic for the next meeting and ask for their questions.

Your roundtable will probably work best if there are at least four and no more than ten members. Six to eight seems to be the best size. You want to have enough people to pass around the presentation duties and to get varieties of perspective in your discussions.

Assign a coordinator to do all the administrative things that make a roundtable work well. The coordinator should be responsible for scheduling, maintaining what few records are needed, and facilitating the meetings. We suggest that the administrator receive some compensation for this, but not enough to make it a "job." Having the meal free may be an appropriate level of compensation.

There's nothing official about these roundtables, but we can help you make them more effective if you let us know about your roundtable. If you register your roundtable, you'll receive some monthly tips and programming ideas.

You can also let us know who members of your roundtable are. Please do so only with their individual permissions. If your members register they qualify for a 10 percent discount on any Three Star Leadership electronic product.

Every member who registers will be offered the opportunity to subscribe to the free Three Star Leadership e-newsletter and receive information on how to claim their discount.

We're often asked if roundtable coordinators or members need to buy the Performance Talk book. The answer is no.

We recommend that each person invest in a book because it provides a common basis of understand and common language for discussion, but that is entirely an individual decision. The idea of the roundtable is for you to create a local group that helps members do a better job of their own leadership learning and development. If we can help you in any way, please contact us at roundtables@threestarleadership.com

If you want to contact Wally about your roundtable, here's the basic contact information

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