



**Session Length: 45 Minutes**

Through this session, you will:

- Explain** Everything you need to accomplish a goal
- Demonstrate** Setting a Goal and accomplishing a goal
- Guide** Through the process of goal setting through execution
- Enable** Accomplishing any goal

**Learning Outcomes: [create a brief list of what participants should take away with them]**

- **Understand what you need to execute a mission**
- **Know that your needs are more than material**
- **Understand the Continuous Improvement Process**
- **Understand how the Theory of Constraints**

**Theme connection:**

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- Participants will learn the process to determine what is truly need to decide your destiny
- Participants will learn the importance of communication and sharing to decide your destiny
- Participants will learn that deciding your destiny is a series of goals to achieve your vision

This session will help the Lodge/Chapter/Section with the Journey to Excellence Requirement(s):  
All requirements (know the process to achieve each goal)

**Required Materials:**

- Projector
- Screen
- Computer
- 100 or more light weight balls



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\*\*Insert Session Name\*\*



Name\*\*

- Two bags or boxes large enough to hold all the balls

## TRAINER PREPARATION

1. Preparation step
2. Preparation step, etc.

## Session Narrative

### Introduction

**5 minutes**

- Understand what you need to execute a mission
- Know that your needs are more than material
- Understand the Continuous Improvement Process
- Understand how the Theory of Constraints

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\*\*Insert Session Name\*\*



Name\*\*

## First topic

10 minutes

### Trainer Instructions:

To set up the game, take 100+ balls in a box and say the following:

- My vision is to get all the balls through the team within two minutes
- Each ball must be touched by every team member and must end with the same person with whom it began
- After two minutes, we will have one minute to perform a reflection. If we do not succeed we will revisit the process.
- The class is one big team
- The object is to pass the most balls through the process as possible
- Balls must pass between people in the air
- Balls must go all the way through to count
- Reflections are held at the end of each period
- The team will determine goals for each round

The instructor should not interfere in the planning and discussion. In addition, the instructor should be familiar with the remaining presentation as this will be used to refer for the rest of the presentation

Ask “what did we learn?” allow time to answer. Key points should include:

- The process can be improved with reflection
- A system has a natural speed that cannot be changed without changing the process
- The speed stabilizes once a team learns to work together and everyone knows their job
- Just because everyone is working is not the same as maximum throughput
- Having a large team makes communication harder

## Second topic

5 minutes

What do we need to succeed? It is more than the material things. Let's reflect upon the game. What did we start with? My vision. I tried to show this with passion. We then came up with a goal as a team to implement my vision, turning this goal into a plan. We had some knowledge of the rules. We then used our communication skills to make sure we all understood the plan and revise

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it. Notice the importance of teamwork and problem solving skills. How did we resolve conflict. Notice that material is not that important in the bigger scheme. If we did not have pingpong balls what else could we use?

- A **VISION**
- A **GOAL**
- A **PLAN**
- Knowledge
- Communication
- Leadership
- Teamwork
- Problem solving skills
- Conflict Resolution skills?
- Material

### **Third topic**

**5 minutes**

What leadership skills did we need?

- Communication skills
- Listening skills
- Negotiations skills
- The ability to adapt

### **Fourth Topic**

**10 minutes**

So how can we make it better?

- When considering an area for improvement, ask:
  - How many people does this affect?
  - How much time do people spend working within the constraints of the current process?
  - What would we gain if we spent time working to improve this process?
  - What other teams / processes would be impacted by changes to the current process, and how? Would those impacts serve as impediments?

Why teamwork?

- Best practice
- To develop an organizational capability for continuous improvement through engagement
- To ensure solutions are fully realized and sustainable

Doesn't teamwork take longer?

- "If you want to go fast, go alone. If you want to go far, go together." – African Proverb
- The time lost in developing improvement is gained back many times

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Name\*\*

- It's not time lost, but time *invested*

### Fifth Topic

- Continuous improvement leaders guide a CI team through the eight step problem solving process using the Plan-Do-Check-Act method
  1. Define Scope
  2. Define Current State
  3. Root Cause Analysis
  4. Define Future State
  5. Plan
  6. Do
  7. Check / Study
  8. Act / Adjust

### Sixth Topic

#### Know yourself

Emotional Intelligence- interacting with others

- Self-awareness – recognize your own moods
- Self –regulation – controlling impulses
- Motivation – working in the pursuit of goals
- Empathy – understanding the moods and needs of others
- Social skill\_ manage relationships and build networks

#### Takeaway Challenge

**3 minutes**

[

Please take out your notebook and pen. For the final three minutes, think about the process you use in your role that you will be playing next year in the OA, or the role you hope to play. Write down process used to enact decisions, who perform what tasks, why they perform these tasks and are they needed. Plan on streamlining the processes within your lodge.

**Appendix: Resources and Source Material**