

I'm A New Member ... Now What????

Tools Needed:

- Easel with a large Easel Pad
- Post-It Notes, no larger than 3" X 3" - one pad per team or group
- Bold-writing pens for Post-Its
- Colored markers for Easel Pad

Preparation:

- Title sheet on the Easel Pad, with the name of your Workshop
- An Easel Sheet with 3 questions on it .
How do we help new members ...
 - * Assimilate comfortably into our club?
 - * Understand and adopt our mission and our projects?
 - * Become participating members instead of "Armchair" Pilots?
- An Easel Sheet on which you have a large letter "O" – the larger the better! Try to fill the sheet.
- If possible, set up the room beforehand so that you have a circle of chairs, with your easel set up along its perimeter. If there is room to do so, use room corners outside of the circle for team participation.

Dialog:

Hello everyone, and welcome. It is a pleasure to have each of you join us today. Before we really get started, there are some of you here that I know, and others that I really want to meet. Let's go around and introduce ourselves. Tell us your name, the Pilot Club you're a member of, and how long you've been a Pilot ...

Pick someone you're comfortable with to start introductions, and save yourself for last.

OK! ... We're all here for the same reason, I think ... we all want help for our new members, and we're all hoping to pick up new ideas and ways to do that. I've started a list of questions ...

Turn over the Title Sheet on the easel. Question sheet should be next.

How do we do we help them assimilate comfortably into our club? ...
How do we help them understand and adopt our mission and our projects? ...
And, how do we help them to become participating members instead of "Armchair" Pilots?

Why am I here? I'm here to help each of you tap into your own expertise. As a group, we all know much more about helping new members than we realize! So, let's get started helping each other...

Remove both the Title sheet & the Question sheet & post on the wall – may want to solicit help from the attendees to do this. The “O” sheet should be up on the Easel.

By this point, you know how many folks are present. Try to divide them so that wherever you have new members (2 years or less), you also have experienced members in each group.

We're going to be working together on an exercise. I'd like you (*headcount – 2? ... 3? ... 4? Avoid grouping 5 or more, if possible.*) to work together. Here are the supplies for this exercise ... (*as you organize the groups, pass each of them a Post-It pad & a dark pen*).

Does every group have a Post-It pad & pen? ... OK!

Here's what I want each group to do: I want you to think of positive ways you could help a new member. That's a small piece of paper, so Please, Don't Write Down a whole sentence – just write one or two key words. For each new idea you come up with, use a new Post-It note. This is IMPORTANT! – Write Only one idea per Post-It note.

Here's an example of what I mean: (*Write the word “Educate” on a Post-it, and place it inside the middle of your “O” sheet*). I might want to Educate new members ...

Another example: (*Write the word “Motivate” on a Post-it, and place it also inside your “O” sheet*). I might want to “Motivate” new members. Remember, use a separate Post-It note for each idea. ...

Does anyone have any questions about how this works?

If yes, answer their question before you start the exercise.

Let's get started. Feel free to move your group over to another area to work, or to pull chairs together so that all of you can hear each other.

Watch the time and the groups --- wander & make sure each group is able to work.

While you're moving around repeat the statement,

“Think of positive ways you could help a new member.”

When the activity starts to slow down, or at the 4-minute mark – whichever is sooner – start wrapping this up.

Time to stop ... Before we move on, let's take a moment to have each group select a spokes person? ... *(allow 15 – 20 seconds at most)* ... Everyone have a spokes person? ... Good ...

Let's all come back to our circle. *(allow move time)* It's time to share the key ideas we've come up with. This is important: If your group came up with the same idea as another, that's a good thing. Put yours up, as well, right with theirs. Share all of the key ideas your group came up with.

Would all of the group spokes-people stand? Let's go around, and have each of you put up a key idea. As you're putting placing it up, please share it with all of us. Would you start for us, please *(name someone)*?

Let each spokes person take turns putting up one idea until all ideas are posted.

OK! We have a really fine start! We've come up with a really fine bunch of ideas for ways to help our new members, and that's great. BUT ... Ideas are only Ideas until we put them to work. Let's move back into our groups again ... *(15 – 20 seconds at most)* ...

Do you see how there are several of our ideas, here, where many of us shared the idea? These are the ideas we are going to work with. Here's what I want you to do. ...

Pull off blank sheets from the easel. Give a blank sheet and a marker to each team. Assign each group a "popular" key idea – one where the idea was put up more than once.

OK ... Everyone knows the key idea you're working with? I want each group to come up with a one-sentence action step. Tell us what you would do in order to make that positive idea happen, and write it down on your paper.

Watch the time and the groups --- wander to make sure each group is able to work. Allow about 5 – 6 minutes for this, but not a lot longer. As groups finish, have them put their 2 statements up on the wall, and move back to the circle. Encourage them to keep any chatter soft while other groups work. At about the 4-minute mark, make a prompting statement, "Is anyone not finished yet?"

Good Work, everyone! Let's go over our results. I believe we started with this group for the last exercise – let's start over here this time. ... Share with us your key idea, and your action statement for it ...

Each team speaks person is to read off their key words, and their action statements.

Everyone has shared now except me, and since I started all this by putting up the word “Educate,” I guess I should talk about Educating new members.

Circulate Handout.

Handout with your Dialog is:



I’m a New Member ... Now What????

If you’re trying to come up with a fresh approach to answer the “Now What????” question, you aren’t alone! All of our clubs are trying to bring our new members on board as enthusiastic, involved, contributing members. You already have several excellent training tools available that you may not have thought of.

Dialog: As a club, you have plenty to do ... Why should you have to try to create educational materials from scratch? Let me encourage you to take advantage of the materials that are readily available from the your own club, from the District and from Pilot International. Why else are they there, if not to help YOU? You’ll notice that this sheet is in 3 sections.

Your Club’s Tools

Personal Notes

A. Your club’s own yearbook is a fine way to –

- Introduce current members’ names
- Explain your club’s divisions and their purpose
- Share the general organizational structure
- Share general information about Pilot
- Introduce current projects and fund raisers
- Share your club’s own proud history!



Dialog: So how would you go about using this? One way might be to have a brief session between the sponsoring member and the incoming new member to look through the copy of the yearbook they’ll receive when they’re installed. Or, how about this for multiple new members or for club “refresher” training? Have a sort of yearbook open book “scavenger hunt” style quiz for a program on the evening the new

member(s) are installed. Put together a list of questions, and encourage members to come up with the answers by finding them in the yearbook. After allowing time for everyone to answer, go over the questions and answers as a group.

B. Your club's *newsletter* is a great tool, as well. Possible ideas:

- Ask new members to share information about themselves in a brief write-up.
- When new members join, share a few back copies of the club newsletter with them as part of their initial packet of information.
- Encourage your new members to read your newsletter when it comes out.

Dialog: By the way, when it's time to make new appointments, the newsletter is an excellent place to put a newer member to work doing something that contributes to the club's efforts.

District Tools

Your District offers a several options to help new members learn more about Pilot, and to feel more a part of the overall organization.

- Fall Workshops offer your club great training, as well as a way to make friends all over the District!
- The District Convention each spring provides excellent insight to Pilot's governing structure by way of the business meeting. It also provides more opportunities for training. And don't forget – it's also a great added opportunity for friends from across the state to get together!
- The District Newsletter is just full of all sorts of timely Pilot information. Your new members and your current members should be encouraged to read it. Make sure that both your new members and your current members know how to locate it on the District Website.
 - The NC District website is a wonderful place to find all sorts of useful, needed information about Pilot.
The website is:



www.pincdistrict.org

Dialog: Your district officers, coordinators and committee chairs come from all over the District. Please make it a point to take advantage of their capabilities. They serve as a bridge between Pilot Headquarters and your club. They're here to assist you.

By the way, if you're having any trouble pulling up either the District website or the International website, do a search on Google. Enter Pilot International NC District --- I was able to pull it up easily this way.

Pilot International Tools

Be sure to take full advantage of the information made available to our clubs through PI Headquarters & the PI Website!

- Membership pins
- The *Pilot Log* magazine
- Pilot International Foundation
- Anchor Club information
- Lots of ideas for programs



- New Member Packets
- Club Manuals, Bylaws, Officers' Manuals & Forms
- An entire staff of friendly people at your disposal to answer questions!

Pilot International's website is: **www.pilotinternational.org**

Dialog: If you haven't made use of the PI Website, you're missing out on a fantastic tool. While your club may have only a single printed copy of a Pilot Manual, you don't have to hunt down your President to use that manual. Everything you see listed on this handout is available to you on the Website – including contact information for all of the staff members, if you need their help.

One last pointer, & this one is about the Pilot Log. This is a magazine publication for all members, issued quarterly by Pilot International. When you receive your first Pilot Log after your new members have officially joined, take the trouble to ask them if they received their copy. If they didn't get theirs, please follow up by asking your Treasurer to contact Headquarters on behalf of the new member to verify that HQ's records have been updated.

(End of Handout & Handout Dialog.)

Move over to your original list of questions, or put them up on the Easel.

Let's take a moment to look back at our original questions – We asked:

Read each question and ask, "Did we come up with an action step to do this?" Check off – circle if group thinks we missed.

To me, it sounds as if overall, we've gotten really good results!

Looking back at our ideas, I need to tell you that a couple of key ideas starting with the letter “O” are special to me. If they aren’t on this particular list, they deserve to be ...There are actually two words that start with the letter “O” that immediately come to mind. These two words are very much a part our efforts today.

“O” stands for OWNERSHIP. When we work together as we have today, we take ownership for helping our new members to develop. When we implement these actions we’ve identified, we help our new members obtain that same feeling of OWNERSHIP we in this room have shared. And, when each of us takes some OWNERSHIP for some of our own training, then great things start to happen.

And finally, “O” stands for OURS. We started and ended today in a circle that resembles an “O.” This is a setting where we meet as equals. When we work together as we’ve done today, then ...

This isn’t Your Pilot Club...

This isn’t Their Pilot Club ...

This isn’t just my Pilot Club ...

This is OUR Pilot Club!

And together, we can Accomplish ANYTHING!

Thank you so much for attending.