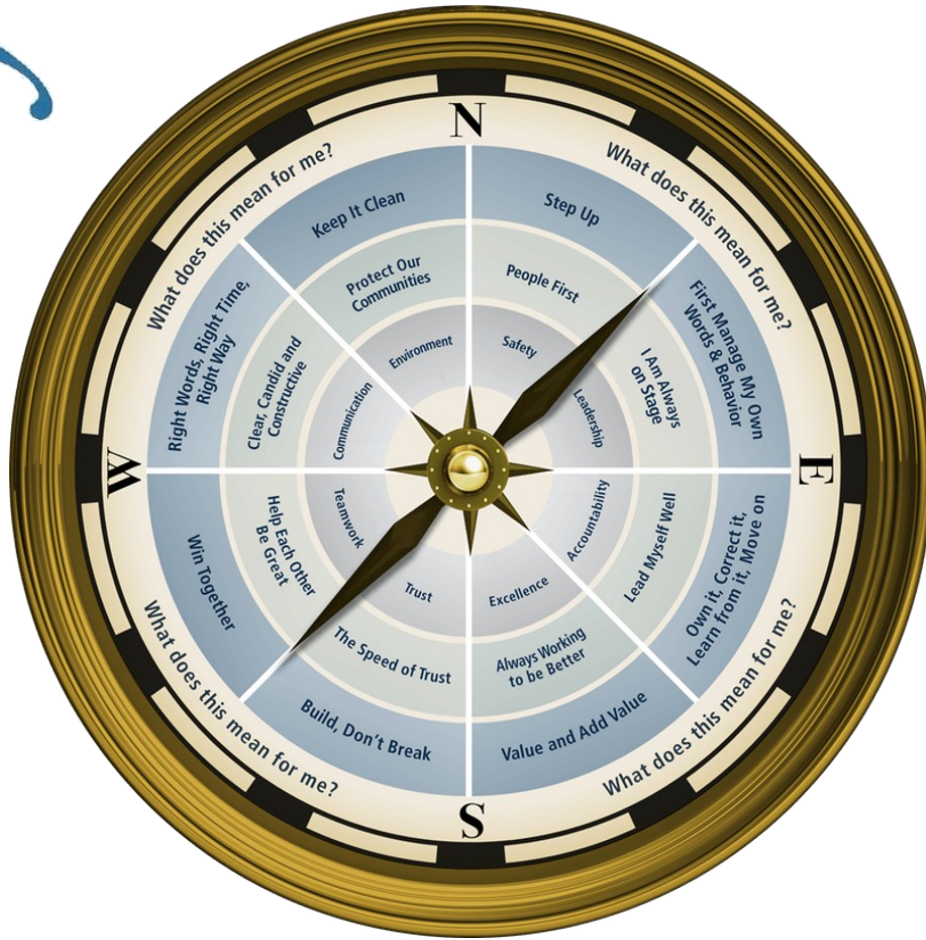




FACILITATOR HANDBOOK

Session Eight: Environment



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Assemble the following materials and supplies (provided by the site) in preparation of the session.

SESSION EIGHT MATERIALS

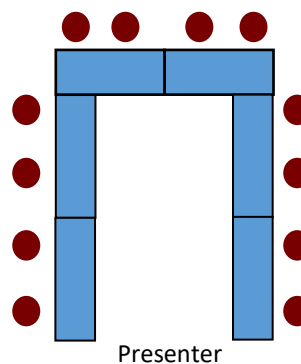
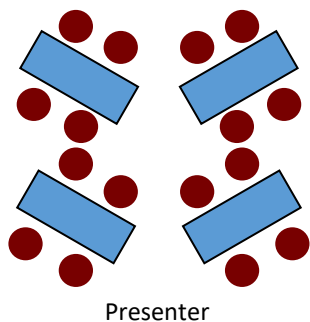
- ☐ Extra “Safety” notecards from Session Seven
- ☐ Prepared “Keep, Start, Stop” Chart on full flipchart paper, one per table team—See page seven for more information.
- ☐ Printed copies of Roundtable Compass Points
- ☐ Graduation Certificates for qualified participants
- ☐ Final notecard with Compass and all Behavioral Principles

SESSION SUPPLIES

- ☐ Copy of Facilitator Handbook
- ☐ Clicker (include extra batteries)
- ☐ Timer Tools
- ☐ Flipchart/easel
- ☐ Link to presentation
- ☐ Blue Painter’s tape
- ☐ Sticky nametags
- ☐ Chisel Tip Sharpies
- ☐ 11x17 paper
- ☐ Extra pens for participants
- ☐ Prizes (including candy) for trivia

ROOM SETUP

- ☐ Tables should be appropriately spaced with an unobstructed view of the facilitator and screen/TV monitor.
- ☐ Chairs and tables should be grouped in teams of **three to four members**. Example: 12 team members = four teams of three. Two recommended table arrangements are:



PRIOR TO THE SESSION

- ☐ Verify that a Lead Team member will be coming to present an LDP.
- ☐ Set up computer and check to make sure presentation is working (including sound on Timer Tools).
- ☐ Put on nametag.
- ☐ Place nametag at each seat.
- ☐ Position flipchart and marker at front of room.
- ☐ Have painter’s tape ready for use.
- ☐ Have materials staged in back or side of room for distribution during session.
- ☐ Stock prize tray for trivia.
- ☐ Test Timer Tools.

AS PARTICIPANTS ENTER THE ROOM

- ☐ Plan how teams will be assigned based on seating arrangement and room space. (Three to 4 participants per team, no more than a total of 6 teams. See sample seating arrangements above.)
- ☐ Greet each participant individually.
- ☐ Direct each participant to the session tables. Note: Make sure participants are seated evenly throughout the room.



Begin the PowerPoint.

Facilitator: *We're now going to begin the session with Environmental Facts. A question will appear on the screen with possible answers. If you think you know the answer or simply want to guess, raise your hand. I will call on who raises their hand first. If you choose the right answer, you can choose a prize from the prize tray.*

Facilitator asks the question and clicks through four possible answers (Note: Facilitator memorizes the answers.) If a participant guesses an incorrect answer, let them know it was a good guess, but not the one you're looking for. Continue until the correct answer is chosen. Repeat each safety question. At the conclusion, ask team members to give everyone some applause for their efforts on the Environmental Facts.

Suggested Time for Environmental Facts: 8 minutes.

What uses the most energy in your home?

- A. Stove
- B. Hot Water Heater
- C. Heat/Air Conditioning**
- D. Lights

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How long does it take Styrofoam products to decompose in a landfill?

- A. 10 Years
- B. 2 Months
- C. 400 Years**
- D. 150 Years

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What percentage of total air pollution comes from motor vehicles?

- A. 25%
- B. 50%**
- C. 75%
- D. 95%

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Where did the Exxon Valdez oil spill happen?

- A. Alaska**
- B. Maine
- C. Florida
- D. Mexico

The Exxon Valdez oil spill occurred in the Prince William Sound on March 23, 1989. It is considered one of the most devastating human-caused environmental disasters ever to occur at sea.

THE LEADER CYCLE
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What country produces the most energy in the world?

- A. Iraq
- B. China**
- C. The United States
- D. Russia

China produces the most, about 79.1 quadrillion BTU of energy a year.

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How much trash does the average American generate per day?

- A. 3 lbs.
- B. 4 lbs.**
- C. 8 lbs.
- D. 10 lbs.

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Earth is called a 'Goldilocks planet' because:

- A. It has bears on it.
- B. Porridge is a healthy breakfast.
- C. Its distance from the sun is 'just right' for life.**
- D. Scientists don't refer to Earth this way.

A Goldilocks planet falls within a star's habitable zone and is neither too close nor too far from a star to rule out liquid water on its surface, and thus life.

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Session Standards

Confirmed in Session One

- Silence cell phones.
- No “active” email & texting.
- If it’s necessary to take a call or return a message, please leave the room. Step away so that your conversation does not interrupt the team discussion.
- Refrain from side conversations.
- Personal stories or examples shared by team members remain in this room.





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Review Session Standards with the Team. (PowerPoint)

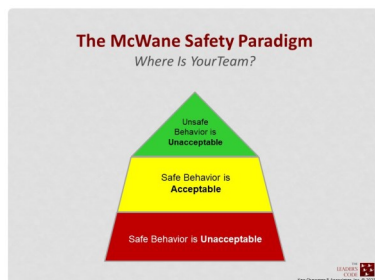
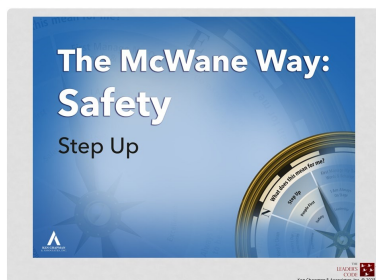
Note the Compass icon in the bottom left corner of the Session Standards slide. Whenever you see this icon in the PowerPoint, you will return to the video upon completion of the slide’s discussion.

Begin the video of the **McWane Way Compass Review, Safety: Step Up**. The following slides are included for your reference.



(Begins at 0:00)

Video Run Time: approximately 4 minutes.



Note: Dr. Chapman will reference the team’s average percentages (see middle slide) in the video. Write them on flipchart paper in the front of the room, and have them ready to share with the team at the appropriate time.

When the slide below appears, pause the video for the sharing of LDPs.

Pause for Team Discussion

Leadership Development Plan: Step Up

- You were asked to set a goal from Session Seven. The focus was *What Can I Do to Show My Team Members I’m in the Green?*



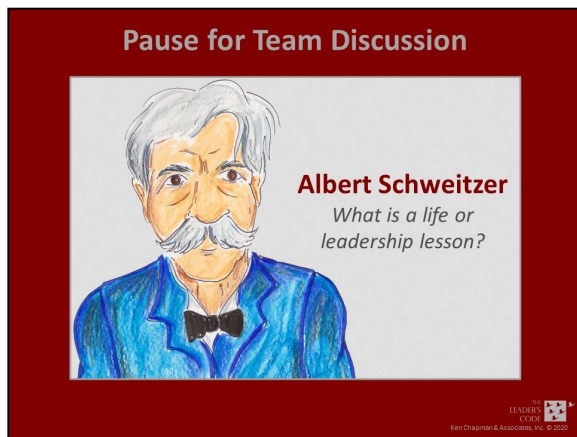
- Please briefly share your goal and how it is going.

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Facilitator: *Does everyone have their gray card?* (If someone does not have a card, one should be handed to that person.) *In Session Seven, you were asked to set a goal that focused on “What Can I Do to Show My Team Members I’m in the Green?” Before we share our goals, we have [Lead Team member’s name] here to share their LDP with you from when they went through the Leader’s Code process.* A Lead Team member (who is not the facilitator) will share their Step Up LDP. Once they are finished sharing their LDP, thank them for their time as they leave the room.

Facilitator: *Do we have a volunteer who would like to go first?* Remain at the table with the first volunteer until all have shared from that table. Then, continue to go around the room, one table at a time, and ask everyone to share their goal. When the last person has shared, thank everyone for sharing their goals, and ask team to applaud everyone who shared their goal.

Suggested Time for this Section: 10 minutes



Facilitator: *At the end of Session Seven, I shared a story, Albert Schweitzer. You were asked to think of a life or leadership lesson from that story. I will now replay the video.*



Begin the Video. (Begins at approximately 4:18)

At the conclusion of the video (when the slide to the left appears), give each team a piece of paper.

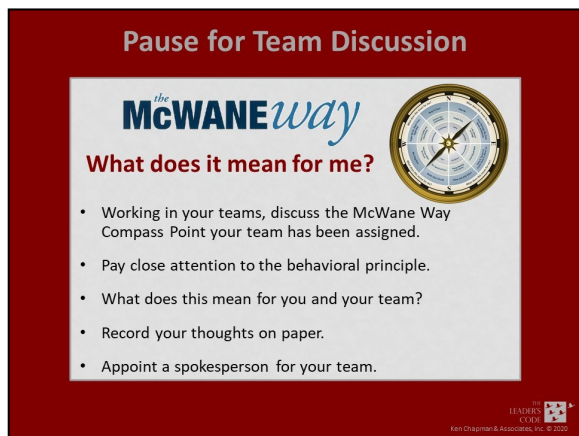
Facilitator: *I want you to take three minutes and discuss a life or leadership lesson from the story.*

Each team chooses a representative to report for their team in the front of the room. Paper is hung with painter's tape in the front of the room while the team member reports on the lesson. Ask for examples or clarification, if necessary. Teams applaud after each team reports. Papers are moved and hung on the walls around the room, visible to everyone.

Set Timer Tools for 3 minutes.



Resume the Video for the Compass Review Introduction. (Begins at approximately 5:40)



When the slide to the left appears, pause for a team discussion.

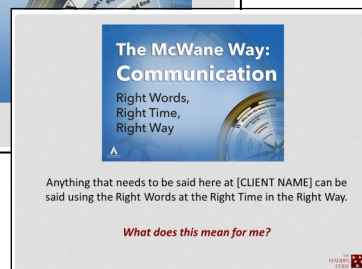
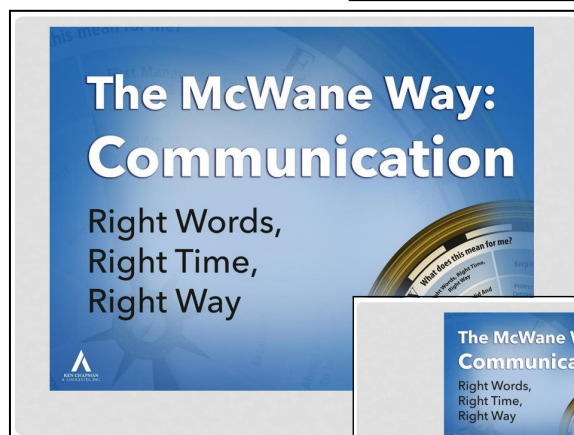
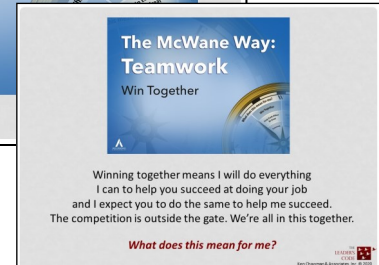
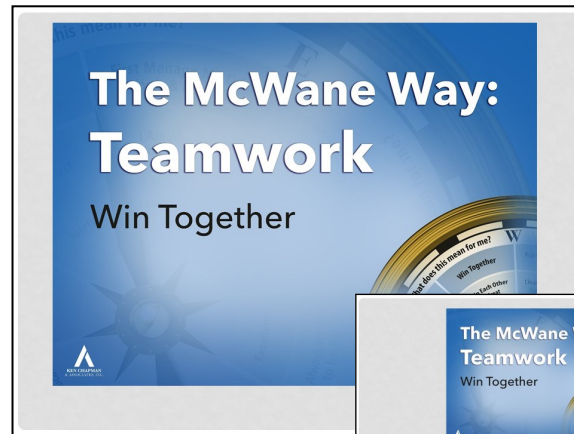
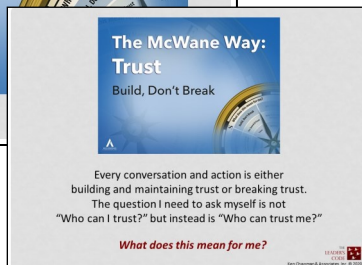
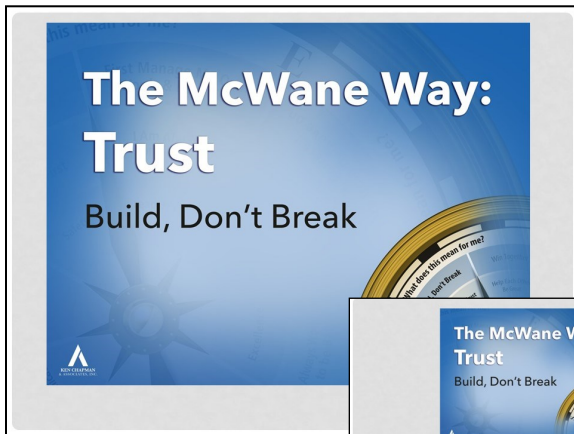
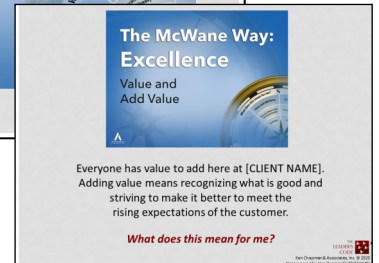
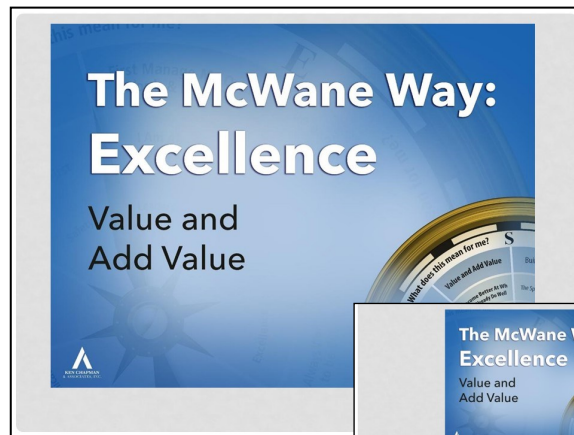
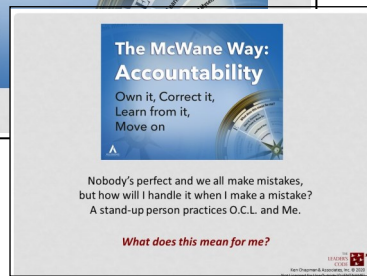
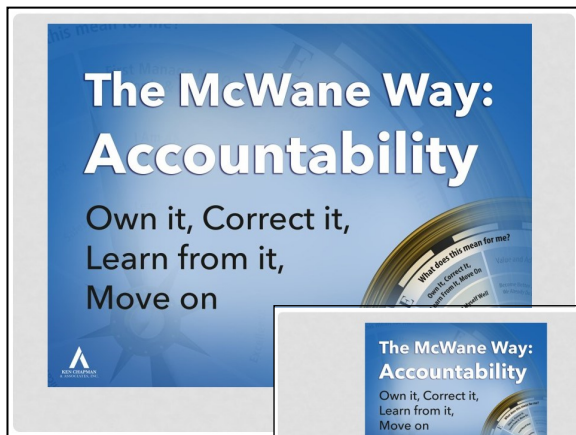
Facilitator reads each bullet point on the slide.

Provide each team with a Compass Point; ask them to read the summary on their handout, and discuss what it means for them. The Compass Points should have been printed prior to the session.

Give each team a piece of 11x17 paper to record their thoughts.

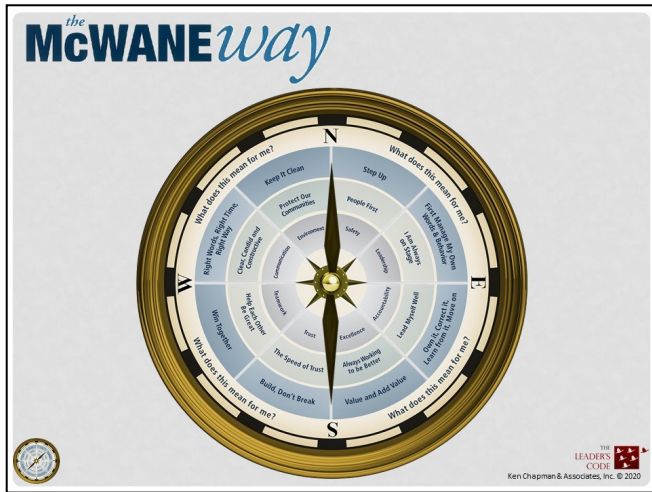
Set Timer Tools for 4 minutes.

P **Return to PowerPoint.** The following slides, with the corresponding handouts, are included for your reference. When you hear the chimes, ask which team was assigned the Accountability Compass Point, and have their spokesperson come to the front of the room and report out. Continue through the Compass Points in the order they're listed here. Suggested time: 10 minutes.



After all teams have reported on their Compass Point, discuss any remaining Compass Points together. For example, if you only had four teams, you will talk through Communication. The facilitator will need to read the discussion prompt for that Compass Point out loud.

Note: If there are six table teams, assign the Communication Compass Point to two teams.

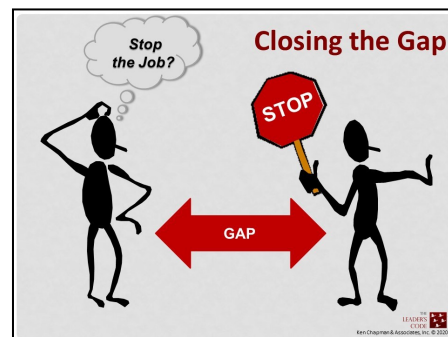
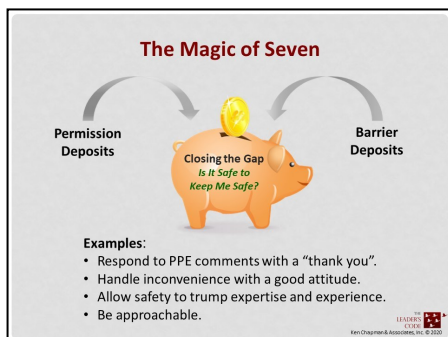
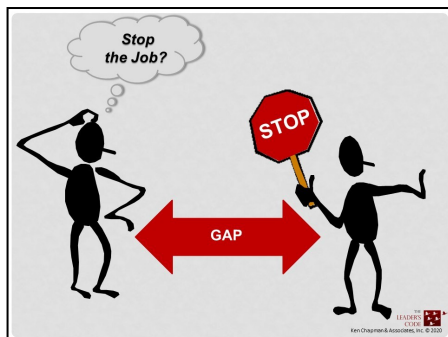
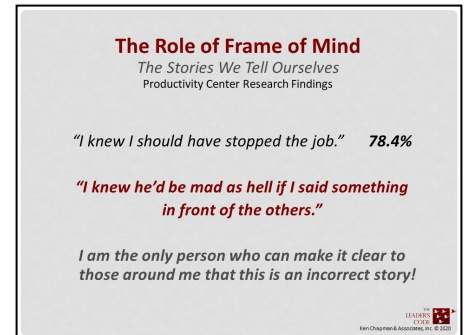
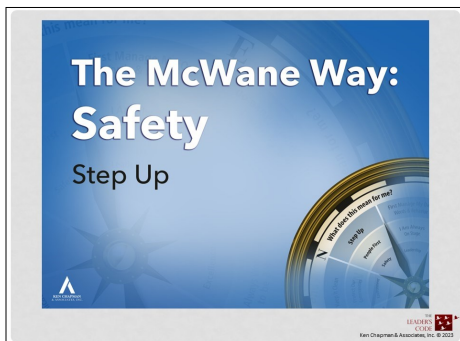


When you reach the slide to the left in the PowerPoint, set Timer Tools and give the participants a break.

7 minutes (recommended)



Resume the video for the continuation of the Safety Compass Point discussion. (Video begins at approximately 8:40)



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Pause for Team Discussion

Safe To Keep You Safe – Closing the Gap

The Magic of Seven

Working in your teams,
make a list of things you can do which would
help a team member close the gap between noticing
unsafe behavior and pointing it out to you.

Examples:

- Respond to PPE comments with a “thank you”.
- Handle inconvenience with a good attitude.
- Allow safety to trump expertise and experience.
- Be approachable.

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Facilitator: *Working in your teams, make a list of things you can do which would help a team member close the gap between noticing unsafe behavior and pointing it out to you.*

Give each team a piece of 11x17 paper to record their thoughts.

Set Timer Tools for 3 minutes.

The McWane Way: Environment

Keep It Clean



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Resume the video for the introduction to the Environment Compass Point. (Begins at approximately 22:45)

Video run time: 3 minutes.

Pause for Team Discussion

Feedback for the Environmental Team

- Working in your teams, create a chart like the one below.

KEEP	START	STOP

- List items you think your Environmental Team should *keep* doing, *start* doing, or *stop* doing.
- Appoint a spokesperson for your team.

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Return to PowerPoint.

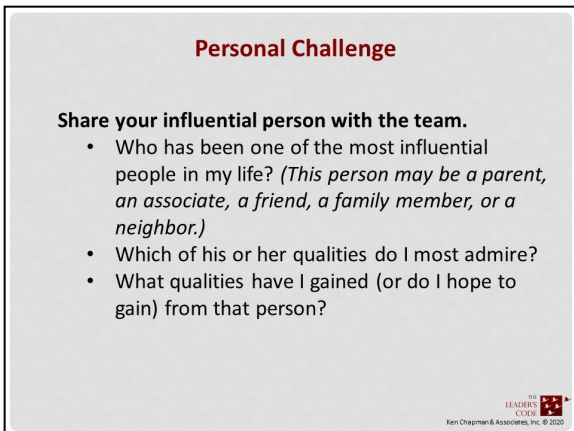
Provide each team with the prepared “Keep, Start, Stop” chart on full-size flipchart paper. Review the instructions with them, and put 3 minutes on the timer.

While the teams are working, let your Environmental Team representative know you’re ready for them to join the session.

When you hear the chimes, ask for a team to volunteer to go first. Continue to call on teams until all have reported out. After each team reports, ask the Environmental Team representative to respond to suggestions or concerns.



This slide appears to provide an opportunity to distribute the final gray notecard. Ask the participants not to put it in their notebook but instead to take it with them and place it in a location (their locker, etc.) where they can see it regularly to serve as a constant reminder of the McWane Way and the Behavioral Principles.



Ask for a volunteer to share his/her personal challenge first. Ask them to stand, but allow them to remain at their table if they're more comfortable. Continue to ask for volunteers at that same table, then move to the next table, and continue until all participants have reported.

Thank each participant after they share. Ask the team members to applaud after the last participant has shared.



At least one member of your senior Leadership Team should join the session for graduation.

Recognize each participant that is graduating and present them with their certificate.



After certificates have been presented and closing remarks have been made, return to the video for Dr. Chapman to share a closing message and final story. (Video begins at approximately 26:03)

Video run time: 5 minutes.