



Facilitator Instructions & Script for the Book Study Session

“Welcome everyone! Today, we will be doing a book study on Blue-Collar Kaizen.”

1. “We’re going to begin by reading the chapter. I’ll start by reading the title, subtitle, and the opening quote (or first paragraph if there is no quote). Then, the person to my left will read the next paragraph. We will keep going to the left around the group with each person reading a paragraph until we have finished the chapter. As we read, we should all be underlining our key points or thought provoking sentences. When we are done reading, we will each take one minute to share the underlined sentence which was most important to us along with a brief explanation of why we found it impactful, and I will go first. Let’s get started.”

Note: If a participant doesn’t want to read or discuss their important sentence, allow them to pass. They will still learn from listening and will usually begin to participate in future sessions.

2. “Now, that we’ve finished the chapter. Let’s go around the group and share the sentence we underlined that’s most important to us. Please share why it is important to you, and try to keep your comments to one minute. I’ll go first.”

Note: Make sure you use the pronouns “I” and “me” to set the example of how to share. Be sure to thank each person after they share. If they don’t want to speak, allow them to pass and thank them anyway.

3. STOP HERE (OR) use the BOOK STUDY GUIDE (OR) use the optional EVALUATION AND ACTION ASSESSMENT:

“Thank you for sharing. Now, let’s take 2-3 minutes to complete the Evaluation and Action section. It asks you to first rate your current application of the principles found in this chapter in your life on a scale of 1 to 10. One is low, which means you do not apply the principles well. 10 means you think you don’t need any improvement. Please stay away from choosing 5 or 6. And, make sure your evaluation is for *today*, not you at your best. Write down your answers. I’m going to do mine right now too. (Remember to ask everyone to be authentic and *model humility*.)

Note: Encourage everyone to complete the evaluation by doing your own immediately. Write down your answers. When you’re finished, watch to see that everyone else has completed the evaluation. Allow them to pass.

4. “Let’s take a 1-2 minutes to share what we wrote in our Evaluation and Action section. I will go first.”

- I rated myself a ___ on today’s principle. (1= Need a lot of work. 10 = Doing great!)
- I gave myself this rating because _____.
- If I raise my rating, I will benefit by _____.
- I feel _____ demonstrates this principle well because _____.
- My specific action from this session is _____.

Note: Make sure everyone (including yourself) has a specific action. When you have finished, look to your left and ask that person to share. If needed, walk them through the items from step 4. Related to their action, focus on “what they will do” and “when they will do it.” Remember, to say “thank you” after each person has spoken.

5. “Thank you for participating today. I look forward to seeing you for the next session on _____. Please read and review the chapter we covered today at least once before the next session.