



# OFF THE TOP OF MY HEAD!

ExecuCoach360 Newsletter

*“Finding Your Direction is Only the Beginning”*

## Putting the “Leading-Edge Practices” you read into Practice!

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Staying current in a rapidly changing work environment is an endless challenge. It seems that every piece of information we read, we are being confronted with the newest trends and ideas that are emerging in the business world. Let’s face it; one of the top key survival tips in keeping ourselves up to date is “*information*” and the methods in which that information is being disseminated.

I cannot begin to share with you how many books I have acquired. I read them, make notes and apply the tips and ideas I have gained. At times I will recommend a book and hope that the individual or the organization will gain the knowledge as well. Hence the concept of implementing a business book club into your organization or business community. It’s fun, enlightening and most importantly offers an opportunity for you to explore new ideologies in organizations in which we work in.

### How to Implement a Business Book Reading Club

1. **Setting up the group** – Ask and email co workers within your department and the organization or from another organization to join
2. **Ideal number of participants** - For a lively discussion six to ten is ideal assuming that they are highly participative. To be safe go for 10 to 12 in case others cannot make it.
3. **How often should you meet** - A good start is to meet on a predictable day, such as the first Wednesday of the month.
4. **Where should you meet** - Choose a conference room within the company’s offices.
5. **What is the cost involved** - The main cost would be the books (quantity discounts may be available from participating bookstores) and refreshments/snacks if you are providing them.

6. **Members’ responsibilities** – **READ THE BOOK** and engage!
7. **Role of the facilitator** – Facilitator can be the same person, or members may want to choose a rotation system. Facilitator responsible for (1) monitoring the start and ending times (2) motivating and encouraging dialogue from members (3) reviewing the book for discussion topics.
8. **Questions to ask at the first meeting** – **these are just a few examples:**
  - When and where will the group meet?
  - Costs involved? How will the purchase of the books be handled?
  - How will the books be chosen?
  - What are the basic ground rules?
9. **How to choose the book** – There are several ways you can pick your book. (1) Have the members bring in a selection and vote (2) or the moderator can choose.

### Final Thoughts

When implementing a meaningful and enjoyable book club, keep in mind the following:

- Get a champion within the organization
- Set a regular meeting time
- Make sure the reading materials are available
- Appoint a facilitator
- Ask for participation
- Invite responses
- Ask for commitment
- Vote on your next book three months in advance

Coordinating and implementing a reading group is a great way to explore the world of books. If you would like to obtain further information on how to get your club started or to begin building your book list, contact your local library or visit [www.bookclubreader.com](http://www.bookclubreader.com).

Happy reading and have a great holiday season!

### **Thought Provoking Question:**

When you tell a story do you often exaggerate or embellish it? Why?

Email [execucoach360@aol.com](mailto:execucoach360@aol.com)

### **Quote of the Month**

“A book is a gift that you can open again and again.”

Garrison Keiller, American Author, 1942

### **Did you know?**

That this newsletter has 610 words and should take 4 minutes or less to read? A small price for knowledge!