**Round Robin Technique**

Preparation:

Work with the host Lodge prior to the SOI and have the stations set up with signage and the proper furniture and devices needed. Signage should include the name of the task being performed, the conditions and standard of execution.

Layout the floorplan ahead of time, have a map of the stations available in the SOI packet. The number of stations will vary based on topics covers, space available and instructors/monitors.

Stations tend to get noisy and space can be an issue, different rooms or areas of the build can be used for stations. If this is done, be mindful of the amount of time it takes to move between stations.

Time management is important. Divide up the allocated time by the number of stations. Time each station and keep things moving. Account for movement time between stations.

Practice / Walkthrough:

If possible, the DL and Instructors should meet ahead of time and conduct a walkthrough before the SOI.

Time movement between stations.

Instructors should practice their demonstration for each station and explain how the practice will be done.

Execution:

Breakdown the group into small groups and have participants rotate through the various stations. Remember this is an interactive experience so keep the groups as small as possible.

At each station; the instructor reads or recites what that stations task, conditions and standards are, he conducts a demonstration, ask for questions, allow participants to practice.

Make sure that everyone gets involved

**Conducting Round Robin Type Examination for Ritualist Cards**

Can be done in any degree, stations can vary based on need. Stations can be in different rooms to reduce noise and distractions. Each stations is manned by a District Lecturer or his appointees. (Proficiency Man or Ritualists). If enough qualified examiners are available the DL should walk around and check into each stations to observe and monitor quality.

**School of Instruction – Station Model Example**

**Officer Degree Floorwork**

**Deacon Floorwork w/Rod**

**Steward Floorwork w/Rod**

**Stationary Rodwork - General**

**Preparation, Handling and Management of Candidate**

**Due Guard and Signs**

**School of Instruction – Ritualist Validation Stations**

**Degree Floorwork w/Rod**

**Closing a Lodge**

**Calling Down / resuming Labor**

**Lecture**

**Opening a Lodge**

**Degree Conferral**

**Suggestions for Conducting the School of Instruction**

This is a school, not simply a demonstration or evaluation of proficiency. The focus and emphasis should be on learning proper technique and form, understanding how and why things are done and answering questions.

Smaller groups are more conducive to learning and active participation. Consider conducting multiple Area schools rather than one District School.

Have two 2.5-3 hour sessions instead of one 4 hour session. That’ll give participants time to think out what was discussed, practice, and demonstrate at the next session. Have the session build on each other, the first is more instructive, the second can be more demonstrative.

Remember that the object is to instruct and teach the attendees techniques to make their practice and execution better.

Use a written test to find out what they know, use that information to tailor future school topics

Welcome and Introduce Lodges, identify Ritualists and Proficiency Men, District Lecturer and Instructional team

Develop a standard set of Road Rules or Rules of Engagement, go over it and post it at the start, these are the rules for the group, ask them to come up with a few of their own

Keep a parking lot for questions and items that can’t be addressed or answered

Be enthusiastic, get some energy going

Make it an interactive experience. Keep people moving and engaged, the round robin format is excellent for this.

Leverage the Ritualists and Proficiency Men as instructors at stations.

The District Lecturer should walk around and supervise the school, talk to participants, make suggestions and corrections.

At each station – explanation the task, demonstrate how to do it, conduct practice, evaluate and provide feedback.

Rodwork is very important, make sure to include it in every school. Have Lodges bring their rods so there are 4-8 at each rodwork station.

Be creative and have some fun; e.g. after practice, conduct a rod work obstacle course or relay race.

After the group re-convenes have one Lodge, or group, give a demonstration that has some obvious errors. Have everyone observe and take notes on what they see. After the demonstration, have a debrief and see if they can tell you what was wrong and how it should be corrected.

Provide a means to collect feedback and questions after the event; survey, questionnaire, etc.

Answer questions provide info as soon as possible after event; 1-2 weeks if possible.

**School of Instruction – Session 1**

Sample Agenda(approx. 2 ½ hour duration)

Open Lodge (10 min)

Welcome (5 min)

Introductions (make sure to identify Proficiency Men and Ritualists) (5 min)

Go over the Road Rules (5 min)

Discuss how SOI will be conducted (5 min)

Knowledge Quiz (10 min)

Review the Cipher Book (content how to use) (10 min)

Group Breakout Sessions (60 min)

Lessons Learned and Survey (15 min)

Next Session details, future communications. (5 min)

Close Lodge (10 min)

Focus of session one is to instruct and demonstrate. Emphasis is on practicing proper form and technique, make sure they understand how it is done and why.

NOTE: Prior to the School, the Lodge and breakout areas should be set up and ready.

**School of Instruction – Session 2**

Sample Agenda(approx. 2 ½ hour duration)

Open Lodge (10 min)

Welcome (5 min)

Introductions (make sure to identify Proficiency Men and Ritualists) (5 min)

Go over the Road Rules (5 min)

Discuss how SOI will be conducted (5 min)

Knowledge Quiz (10 min)

Ritual Demonstrations and Evaluation (60 min)

Lessons Learned and Survey (15 min)

Next Session details, future communications. (10 min)

Close Lodge (10 min)

NOTE: Prior to the School, the Lodge and breakout areas should be set up and ready.

**Rules of the Road**

Everyone is here to learn and improve.

Critique, but do not be critical.

Be respectful, courteous and polite to each other.

No personal attacks.

Accept comments and feedback in a positive manner, don’t get defensive.

Keep sidebar conversations to a minimum.

Keep comments short and on topic.

**School of Instruction Planning Timeline**

Example for a February event

June – Receive SOI Guidance from Grand Lodge; Begin planning cycle process;

* Pick dates
* Identify host location
* Identify tasks to be performed
* Identify instructors
* Pick instructional technique to be used

August – Submit plans to Grand Lodge. Deadline September 1.

September-October – Communicate SOI schedule and information to Lodges

December-January – District Lecturer and Instructors perform a walkthrough/practice session; Confirm SOI date, time, place with Lodges.

February – Conduct SOI; Gather feedback and surveys; Tabulate results

March - Provide after action report to Grand Lodge; Publish results to Lodges