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The teaching method of the roundtable is very simple but highly effective. Every person understands the value of two-way communication. However, the most common form of training used is one-way communication, where one person talks and everyone else listens. This may be a good way to convey information, but it is not effective for transformation.

Roundtables employ two-way communication in a structured environment. Ideas are not taught; they are facilitated. During a roundtable, a designated person leads, but all participants share from their own experience. As a result, everyone grows together—including the facilitator.

**Roundtables are effective because . . .**
- They are conducted in a small group setting consisting of four to ten people.
- They usually take between thirty minutes (four people) and sixty minutes (ten people).
- They give every participant a “voice” and the opportunity for a win.
- They are designed to emphasize and promote personal growth.

**THE FACILITATOR**

The facilitator plays a very important role in the roundtable process. A facilitator can be defined as someone who encourages people to share and enables them to learn and grow by their personal example.

**What a Facilitator is Not:** a coach, a teacher, a counselor, a commentator.
- Not there to fix others or give correction
- Not there to impress others
- Not there to teach or lecture

**What a Facilitator is:** a participant, a model of authenticity, and a honest contributor.
- Challenges self, not others
- Not afraid to expose their own weaknesses
- Shares from their own life
- Loves people and respects their opinions
- Keeps the group on track
- Encourages participants to take action leading to personal growth
**FIVE STEPS TO FACILITATING A ROUNDTABLE**

1. Each person takes one minute to share the result of the action step from last week, starting with the facilitator and going around the circle.
2. Everyone takes turns reading aloud the paragraphs in that week's lesson. Start with the facilitator and go around the circle until every section has been read aloud. As the paragraphs are being read, everyone underlines the ideas that are most important to them.
3. Each person takes one minute to share one thing they underlined and why it is important to them. This starts with the facilitator and goes around the circle.
4. Everyone takes two to three minutes to write answers in the Evaluation and Action section.
5. Each person shares what they wrote in the Evaluation and Action section, starting with the facilitator and going around the circle.

**THE STRUCTURE OF THE ROUNDTABLES ON SUCCESS PRINCIPLES**

There are two kinds of roundtables people will be participating in during this process. The first six roundtables focus on success principles. The last six roundtables focus on intentional living.

Each roundtable on success principles will follow a pattern designed to help everyone participate and accept the challenge of developing each quality in his or her own life:

- **Action Step from Previous Week:** Each session will begin with an opportunity for people to share what action step they committed to during the previous session and to tell what resulted.

- **Insight:** This section contains information about the principle being learned. Participants will take turns reading paragraphs from this section aloud. Participants are encouraged to underline key thoughts and ideas that capture their attention. If the content for the lesson came from a book, the source of the information will be mentioned here.

- **Benefits:** This section shows participants what benefits they will experience when they make the quality a focus of their lives.

- **Steps to follow:** This section gives the participant concrete steps that, when implemented, will lead toward personal growth in that area.

- **Reflect and respond:** Each participant will be asked to share something they underlined in the lesson and why it was important to them.

- **Evaluation and action:** Participants will rate themselves on how well they demonstrate the quality in their lives, and identify ways to improve in that area. Participants will be asked to share their answers with the group. The facilitator should go first and emphasize where he or she needs to grow, not his or her successes.

Although personal growth does happen individually, the roundtable process allows participants to gain immediate feedback on their own responses and learn from the experiences of others. When the facilitator is transparent, it creates an environment where participants feel comfortable sharing their experiences.

The roundtable method allows groups to create a close community, in which they support and encourage one another. As participants develop relationships and grow in their understanding of each quality, they increase the transformation that comes through their own personal growth.
The roundtables that teach intentional living follow a very similar format:

**Action Step from Previous Week:** Each session will begin with an opportunity for people to share what action step they committed to during the previous session and to tell what resulted.

**Insight:** Participants will take turns reading paragraphs from this section aloud and will be encouraged to underline key thoughts and ideas that capture their attention. However, the Intentional Living roundtables will not include Benefits and Steps to Follow.

**Reflect and respond:** Each participant will again be asked to share something they underlined in the lesson and why it was important to them.

**Discussion Question:** Participants will be asked to answer one question related to the lesson.

**Intentional Action Step:** Participants will be encouraged to follow through with an intentional action based on the lesson, and they will be given an opportunity to share with the group the specific action they intend to take.

At the end of the twelve weeks of roundtable sessions, every participant who desires to lead roundtables of their own will be given the opportunity to recruit a group and become a facilitator.

We believe you will experience tremendous growth during this process. Your family, friends, and colleagues will see positive change in you. And you will begin to receive great opportunities to add value to others and make a difference in your own life, in your community, and your world.
As facilitator, you must go first and model what others are to do.

Everyone is given an opportunity and is encouraged to participate. Go around the circle and ask every person to take a turn reading, sharing, or answering.

If someone wants to pass, do not force him or her to participate.

Be transparent and authentic. Be willing to admit your shortcomings to create a safe environment where everyone can speak with authenticity. A facilitator can share with discretion while still being honest.

Everyone should use the pronouns I and me when sharing. Words like we, you, they, and people should be avoided when sharing.

When I apply truth to myself, it brings transformation. If I try to apply truth to others, they feel judged and resist the process. No one operates well under judgment. Transformation begins with me.

Thank each participant after he or she shares.

Be sure action steps are personal and specific. Do not let yourself or others be general. Help everyone to drill down to a small action step that is measurable. If needed, encourage people to use who, what, where, and when to help them be specific.

Make a brief note of each participant’s action step to assist with the follow-up the next week.

If someone tries to monopolize the conversation or is a “long talker,” do not embarrass or single the person out. Watch for pauses in conversation and seize the moment to direct the conversation to the next person. And remind everyone that suggested response time is about one minute.

Avoid topics that might build walls within the group such as politics.

Respect people’s time by starting and ending on time.

Bring extra pens so that everyone can complete the Evaluation and Action section.

Roundtable groups often work best when they meet on the same day and at the same time every week.

Application is the key to success. Each roundtable leads to the creation of a specific, measurable, achievable action step.

Group members can give one another accountability for follow-through and can celebrate victories together.
A SCRIPT FOR YOUR FIRST ROUNDTABLE

If you would find it helpful, you may review this script before you facilitate your first roundtable.
Note: Directions are in italics.

“Welcome everyone! Today we will be doing a roundtable on Attitude.”

Step 1
Note: In every Roundtable after the first, you will share your action step from the previous week and how you did with it. Then you will ask all the people around the circle to share theirs in turn. Because this is the first roundtable, you can skip this step. Instead, you can ask people to share what they hope to get out of the twelve-week roundtable process.

Step 2
“We’re going to begin by reading about the topic. I will start by reading the first paragraph. Then the person on my right will read the next one. And we will keep going around the circle with each person reading until we have finished reading the Insight, Benefits, and Steps to Follow sections. As we read, underline the things that are important to you. When we are done reading, we will each take a minute to share one thing we underlined that’s most important to us along with a brief explanation of why we found it impactful.”

The group should read all of the material except the Evaluation and Action section.

Step 3
“Let’s go around the circle and share the things we underlined that we consider most important. Please share why what you underlined is important to you, and try to keep your comments to one minute. I will go first . . .”

Make sure that you use the pronouns I and me to set the example of how to share. Remember, transformation begins with me. Be sure to thank each person after he or she shares.

Step 4
“Thank you for sharing. Now let’s take about two or three minutes to complete the Evaluation and Action section. It asks you first to rate your current application of this quality to your life on a scale of one to ten. One is low, which means you believe you’re terrible at it. Ten means you think you’re perfect. Please stay away from choosing five or six. 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.”

Encourage everyone to write out the evaluation by doing yours immediately. Write out your answers. When you’re finished, watch to see that everyone else has completed the evaluation.

Step 5
“Let’s take a minute to share what we wrote in our Evaluation and Action section. I will go first.

I gave myself a __________ today on the quality of Attitude.

I gave myself this rating because ________________________________.

By raising my rating, my benefit will be ________________________________.

I feel ________________________________ demonstrates this quality well.

This is why ________________________________.

My specific action this week is ________________________________.

Make sure your specific action is one small, measurable, achievable action step. Make sure it is specific. When you have finished, look to your right and ask that person to share. If needed, walk him or her through the items from Step 4. Remember to say thank you after each person has participated.

“Thank you for participating, and I look forward to seeing you next week.”
What determines whether you have a good day, week, or year?

• Not your ________________________________.

• Not your ________________________________.

• Not the ________________________________ around you.

The fastest way to change your life is to change your attitude.

Attitude is the _____________________________________________________.

Attitude isn’t __________________________________.... But it is the ________________________________!

Attitude is a ____________________________________. We are ________________________________
for that choice.

Five Attitude Traits of Successful People:

1. ____________________________________.
2. ____________________________________.
3. ____________________________________.
4. ____________________________________.
5. ____________________________________.

“We Cannot Control Our Circumstances....We Can Control Our Choices. Choose a Positive Attitude! It’s a Difference-Maker!”

“Attitude is the difference maker! Attitude isn’t everything, but it is one thing that can make a difference in your life.”

– John C. Maxwell
What action step did you commit to last week? What were the results?

**INSIGHT**

*Directions: Take turns reading the paragraphs below. As you read, underline the ideas that capture your attention.*

When you think of attitude, what comes to mind? You may not be able to easily define attitude, but you know a good or a bad one when you see it.

Your attitude colors every aspect of your life. It is like the mind’s paintbrush. It can paint everything in bright, vibrant colors—creating a masterpiece. Or it can make everything dark and dreary. If you look at the lives of people in any profession who achieve lasting success, you will find that they almost always possess a positive outlook on life.

Having a positive attitude is essential. It not only determines your level of contentment as a person, but it also has an impact on how others interact with you.

To learn more about what it means to be positive, think about these things:

**Your Attitude is a Choice You Make.** Average people want to wait for someone else to motivate them. They are tempted to believe that their circumstances are responsible for the way they think and feel. In reality, attitude is always a choice. In fact, while we can’t control many of our circumstances, we can always control our attitudes. And choosing a positive attitude makes any circumstances look better. When you choose your attitude, you are taking control of an important aspect of your life, rather than just letting life control you.

**Your Attitude Affects Your Outlook.** When you choose to focus on the positive in your surroundings, you tend to see more positive things. Choosing a positive attitude about your current situation enables you to see future circumstances in a positive light. Your attitude at this moment colors your perspective both now and in the future.

**Your Attitude Precedes Your Actions.** Actions are always an outward expression of your inner feelings. The way you feel about a given circumstance or situation will impact the way you react to it. When you change how you feel, you change how you act. By choosing a positive attitude, you make it easier for you to choose positive actions. And this often leads to a positive outcome.

**Your Attitude Enhances Your Relationships.** Your attitude regarding people will impact your relationships with them. If you start with a negative attitude about a person, you will tend to focus on all of their negative qualities. A positive attitude about a person causes you to focus on their positive qualities. By choosing to see someone in a positive light, you will act toward them in a positive manner. They will usually respond in kind.

**Your Attitude Alters Your Outcomes.** In his book, *The Winning Attitude*, John C. Maxwell states, “Our attitude at the beginning of a task will affect its outcome more than anything else.” Whether you are choosing to be cheerful about a task, or choosing to believe in your ability to accomplish it, a positive attitude empowers you to do your best work. It makes team interaction go more smoothly. And very frequently, it delivers the results that you desire. Expecting the best usually results in the best. Thinking positively on the front end is critical to success.
BENEFITS

When you develop a positive attitude, you experience the following benefits:

1. You are content and enjoy life more.
2. You inspire others to achieve more together.
3. You attract people who exhibit the same qualities.
4. You see the opportunities in every situation.
5. You usually exhibit gratitude toward others.
6. You keep pushing until you succeed.

STEPS TO FOLLOW

1. **Talk to yourself.** The most important person to listen to is yourself. What you tell yourself about your situation is either an anchor that holds you back or a sail that propels you forward. Choose to think positive thoughts. When negative thoughts arise, respond to them with positivity. Tell yourself something positive in response. Don’t let the negative voices inside your mind influence you to see things negatively. Immediately find the positive in the situation before moving forward. Remember, you can choose what you think.

2. **Choose positive relationships over negative ones.** Think about the people that you spend a lot of time with. Are their attitudes primarily positive or negative? Attitude is contagious. So you should spend as much time as possible with people who choose to think positively. Their willingness to see the good in a situation will encourage you to make the same choice. If your circumstances don’t allow you to completely avoid negative people, then seek out positive people and spend time with them to counteract negative influences in your life.

3. **Feed your faith, starve your fears.** Choosing a positive attitude is challenging at first. It’s especially difficult if you haven’t been filling your mind with positive input. If you’ve been starved of anything positive, then you need to start feeding yourself a regular diet of motivational material. Read books that encourage a positive attitude. Listen to affirming messages. The more negative you are, the longer it will take to turn your attitude around. But if you consume a steady diet of the right mental “food,” you can become a positive thinker.
REFLECT AND RESPOND

Choose something you underlined that is important to you. Take one minute to tell everyone what you chose and why it is important to you.

EVALUATION AND ACTION

Complete the self-evaluation section below.

Rate how well you demonstrate this quality in your life on a scale of 1-10.

1          2          3          4          5          6          7          8          9          10

Why did you give yourself this rating?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

What benefits would you receive by improving your rating?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Who do you know that exemplifies this quality? What do you admire most about that person?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

What specific action can you take immediately that will improve your rating?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Take a minute to share your responses to the self-evaluation section, including the step you will take to improve in this area. Everyone is asked to participate.
LESSON ON VIDEO

Directions: The following fill-in-the-blank section corresponds with a short video from John Maxwell. Watch the video and follow along with the outline. Click HERE to watch the video for this lesson.

What is the greatest predictor of your future success?
__________________________________________________________

Growth on the ______________________ determines potential on the ______________________.

Why Growth Matters:
1. Growth is the only __________________________ that tomorrow is going to get better.
Most people want to ____________________ through life; I want to ______________________ through life.
Your next level of living requires a ____________________________ you.

2. Growth means ____________________________.

3. Growth is the great ____________________________ between those who succeed and those who do not.

Goal-Conscious
Focus is on a ____________________________.

________________________ people.
__________________________?
__________________________ people.
When the next goal is reached, we ________________.

4. Growth is ____________________________.

Goal-Conscious
Focus is on the ____________________________.

__________________________ people.
__________________________?
__________________________ people.
When the next goal is reached, we ________________.

Become Intentional about Personal Growth, And You Won’t Have to Worry about Missing the Best Things Life Has to Offer

People Who Keep Learning Always Have a Future

“If you focus on goals, you may hit goals—but that doesn’t guarantee growth. If you focus on growth, you will grow and always hit goals.”
– John C. Maxwell
What action step did you commit to last week? What were the results?

INSIGHT

Directions: Take turns reading the paragraphs below. As you read, underline the ideas that capture your attention.

“Do you have a plan for personal growth?”

That’s the question Curt Kampmeier posed to John C. Maxwell over breakfast when John was twenty-five. Curt was someone whom John had sought out after hearing him talk about the principles of success.

That question changed John’s life, because he had never before considered personal growth as something he should plan; until that moment, John didn’t even realize that personal growth was something he needed to be intentional about. And from that time on, he has made intentional personal growth his goal.

If you want to live your life at the highest level and reach your potential, you must, as John says, “learn how to grow and develop yourself so you have the best chance of becoming the person you were meant to be.”

Here are three insights to help you begin your journey of personal growth:

Growth Isn’t Automatic. Unlike wines and cheeses, people don’t necessarily get better with age. Growth isn’t a guaranteed process. As John says, “You cannot expect wisdom to automatically come with age. Sometimes age comes alone.”

Growth begins with humility—you have to recognize your need for growth, which means putting aside pride and being honest with yourself. Growth is sustained when you commit to a plan that helps you grow.

You Must Value Yourself to Add Value to Yourself. Often the greatest barrier to intentional personal growth is low self-esteem. When people don’t see themselves as valuable, they are reluctant to work at improving themselves.

Every person has value. Every person has the potential to grow. That includes you. We should never compare ourselves to anyone else. We should only compare the person we are with the person we could become if we grew. Then we should strive to become that person of potential.

You Can Only Give Something You Have. In his book, The 15 Invaluable Laws of Growth, John highlights the powerful truth that we should be contributors to the world around us. As John says, we should become like rivers, not reservoirs; we should share what we have, not hoard it.

Personal growth fuels our capacity for giving to those around us. When we keep growing, we always have something to give. This process of giving our best to help others ultimately results in others giving their best
BENEFITS

If you consistently pursue personal growth, you will experience the following benefits:

1. You will produce greater and continued success for yourself and others.
2. You will unlock and achieve your full potential.
3. You will gain the confidence and ability to invest in the people around you.
4. You will focus on developing your strengths.
5. You will grow in humility and self-awareness.

STEPS TO FOLLOW

1. Cure Your Destination Disease. Many people make it their life goal to achieve a certain position, acquire some type of recognition or title, or earn a certain amount of money. What’s the problem? If they achieve their goal, they stop improving. Instead, make growth itself your goal, so that who you are becoming holds more importance than where you are going.

2. Learn Something New Every Day. A friend once asked John, “When was the last time you learned something for the first time?” The growth you experienced last week, last month, or last year won’t sustain you. You need to keep learning now. Pick something new to learn and start today.

3. Intentionally Plan Your Growth. How do you want to grow? Who do you want to become? Do you want to improve your craft? Do you want to become a better leader? Do you want to improve your people skills? Find books, messages, podcasts, articles, workshops, and conferences that will help you to grow. Then plan out which you will take advantage of every week in the next year.
REFLECT AND RESPOND

Choose something you underlined that is important to you. Take a moment to tell everyone what you chose and why it is important to you.

EVALUATION AND ACTION

Complete the self-evaluation section below.

Rate how well you demonstrate this quality in your life on a scale of 1-10.

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Why did you give yourself this rating?

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What benefits would you receive by improving your rating?

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__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Who do you know that exemplifies this quality? What do you admire most about that person?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

What specific action can you take immediately that will improve your rating?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Take a minute to share your responses to the self-evaluation section, including the step you will take to improve in this area. Everyone is asked to participate.
About John C. Maxwell

John C. Maxwell is a #1 New York Times bestselling author, coach, and speaker who has written more than 100 books, which have sold more than 26 million copies and have been translated into fifty languages. Each year he speaks to Fortune 500 companies, presidents of nations, and many of the world’s top business leaders.

In 2014, John was named the most influential leadership expert in the world by Business Insider and Inc. magazines, as well as being identified by the American Management Association as the leader who has most influenced business. John also received the Mother Teresa Prize for Global Peace and Leadership from the Luminary Leadership Network that same year.

John’s story has been described as that of a small-town American pastor who became one of the most influential business, personal growth, and leadership teachers in the world.

After graduating with a bachelor’s degree in theology and marrying his high school sweetheart Margaret in June of 1969, John embarked on a career as a minister. John led three churches over twenty-six years, including Skyline, one of the most influential churches in America when he left it in 1995.

John founded The John Maxwell Company, which provides corporate training and resources to leaders, and The John Maxwell Team, which trains and certifies coaches and speakers. He also founded two non-profit organizations: The John Maxwell Leadership Foundation, and EQUIP. These organizations have trained more than 6 million leaders in every one of the world’s nations.

In addition to his bachelor’s degree, John earned his master of divinity and doctor of ministry degrees. He has also been awarded eight honorary doctorates.

John identifies his mission in life as adding value to leaders who multiply value to others. A gifted communicator with a fantastic sense of humor, John enjoys connecting with people both in large audiences and one-on-one. His signature style is to communicate timeless principles with clarity, simplicity, and fun.

John and Margaret have two married children and five grandchildren. They live in the United States and spend as much time as they can with their family.