

bookpal®

How to start and manage a
**COMPANY
BOOK CLUB**



Introduction:

Why start a company book club?

Life is busy. Just two years ago, [Gallup](#) reported that full-time U.S. workers over the age of 18 work, on average, work 46.7 hours a week. Staying up-to-date with current events and the latest trends is difficult, but undeniably valuable because it's important to make sure you and your coworkers stay relevant.

Having a company book club encourages your team members to keep up with new and popular ideas in the world of business and beyond. Books are filled with powerful stories and valuable lessons that can set anyone up for success. By starting a reading group, you're providing employees with a channel for personal growth. It also presents a great opportunity for people to engage with

coworkers they don't normally get to talk to, increasing interdepartmental communication and building new working relationships.

This whitepaper will walk you through how to start and manage a book club for your company. Let's dive in!

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Step One:

Set up your book club.

#1 Find willing members who want to participate.

Don't force people to join, but instead find people who are genuinely interested, curious, or excited about joining a reading group. Others will take notice and most likely follow suit.

#2 Figure out a meeting schedule that works for everyone. Be mindful of the meeting frequency, as too many meetings can be detrimental to productivity. Remember, while reading is important, people have a lot of other things going on at work and at home.

#3 Develop a system for choosing books. To get started, we recommend that the book club leader picks a few titles for members to choose from. Try to incorporate books that align with your company's core values and the group's interests. Consider other factors like cost and length. Once you have a solid

selection to choose from, let the rest of the group vote on what to read.

#4 Delegate responsibilities to everyone in the group. Giving members some autonomy will keep your group motivated and active. Your club can be as casual or structured as you like – it all depends on your goals and the group dynamic. A couple ideas for a more structured group: Have one member in charge of checking on everyone's progress, another member in charge of coordinating the meeting snacks, another member can prepare the meeting agenda, etc.

Step Two:

Prepare for your first meeting.

To make sure that your book club meeting runs smoothly and efficiently, it's important to be prepared. Below is a simple checklist to help you plan out your very first meeting.

First Meeting Checklist

- ☐ **Find out who's interested and create a list of participants.**
Tip #1: Email the entire company. No one likes to be left out!
Tip #2: Include a deadline in your email for people to respond by.
- ☐ **Pick 4-5 book options, then have participants vote on the options.**
To help you get started, we've included our recommendations on page 5.
- ☐ **Finalize the book you'll be reading and place your order.**
How many copies of the book will you be ordering? If you have a book club of 25 members or more, order your books with [BookPal](#) for a wholesale discount.
- ☐ **After you receive the books, set a date, time, and location for the meeting.**
Send out event invitations early so people can plan around the scheduled meeting.
- ☐ **Provide members with discussion questions to think about as they read. (Optional)**
You may choose to provide questions to help guide participants through their reading, but try not to be too rigid. Discussion questions should be supplemental, not mandatory.

Step Three:

Conduct the first meeting.

To make sure there's active participation and some structure to your meeting, prepare a list of discussion questions and topics to get the ball rolling. This responsibility can be assigned to the book club leader or delegated down to someone else in the group (make sure to designate this ahead of time).

Don't be forceful with the discussion, but be sure to gently encourage everyone in the club to speak up. You may need to be direct and ask people who are quieter for their general thoughts on the book. Just make sure you keep things light — there's no need for any tears during the book club!



Step Four: Follow up after the meeting.

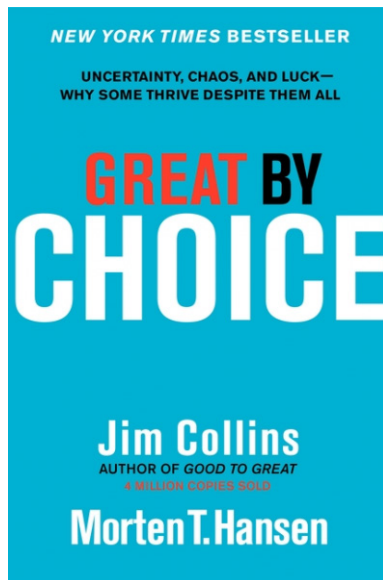
Once the meeting's over, be sure to thank everyone for their participation. They invested their time and energy into this book club and that deserves to be recognized. After all, this club couldn't have happened without them! We also recommend focusing in on some of the key points you discussed that could be applied to your organization.

To make your next book club even more successful, collect feedback from all club members. Finding out what worked and what didn't will make the next meeting more beneficial to everyone. In that same email requesting feedback, keep momentum going by asking the team what kind of book they'd be interested in next.

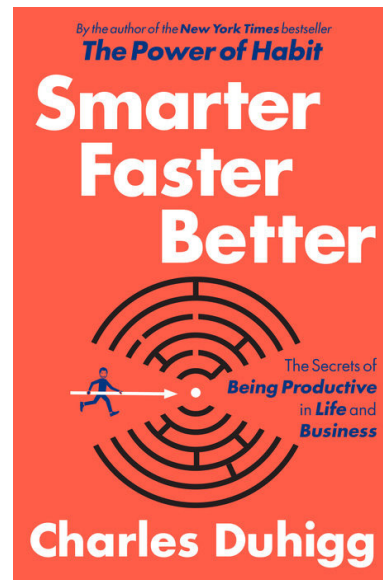


Resource Sheet:

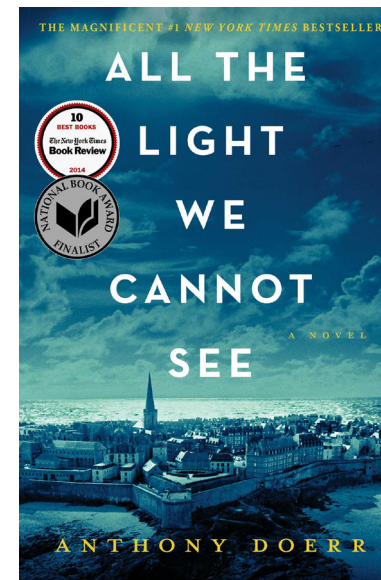
Get started with these book recommendations.



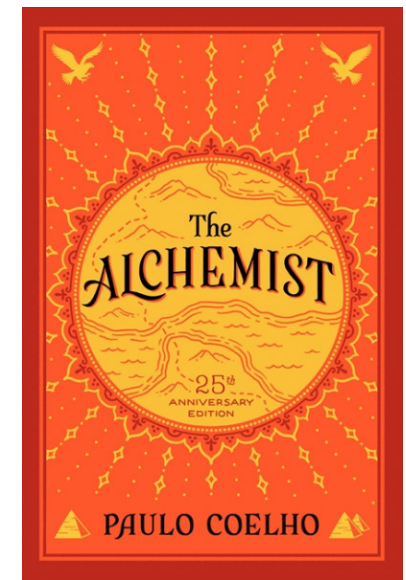
- Provides ample research on why some businesses succeed and others fail
- Advice can be applied to any organization looking to grow and succeed



- New, buzzing book written by Charles Duhigg, author of New York Times Best Seller *The Power of Habit*
- Full of real life examples and productivity tips



- A National Book Award finalist recognized as the best fiction book of 2014
- Filled with complex metaphors, world history, and powerful themes



- A classic fable read by millions all over the world
- Short book of fiction with simple language, but a thought-provoking and inspirational message

Want More Information?

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