

# Network Roundtable Facilitator Directions

## Session 1: 11:00 - Noon

1. **11:00 – 11:10 Introductions** - Introduce yourself. Break the room into 5-6 evenly sized “work groups.” Encourage participants to team up with members of another SBDC. Take a few minutes to have members of each ‘workgroup’ group introduce themselves to their group. Have them share their name, center something they identify as a unique service or best practice at their center.
  
2. **11:10- 11:30 Best Case/Worst Case Exercise**- This is a quick exercise that will aid in the ongoing strategic planning process that will not only identify opportunities and threats but allow SBDC team members to give input on their vision for SBDC.
  - Each group will have 15-20 minutes to develop best case and worst-case scenario for where the SBDC program could be in 5 Years. Encourage participants to be aspirational yet grounded in reality– i.e. try to avoid a zombie apocalypse as a worst-case scenario.
  
  - Ask participants to think about all aspect of the program from various perspectives, clients, stakeholders, funding, the SBDC workforce, professional development, service offerings, Marketing, Public relations, impact outcomes. Participants should also think about items that could impact the entire statewide network as well as their effectiveness in their role within the SBDC.
  
  - Work the room. Keep the groups engaged and talking. Try to facilitate by asking probing questions like:
    - What tools or training would help you do your job better?
    - What is a win for your center that would make your host happy?
    - What could make your job easier?
  
3. **11:30 – 12:00**

After the exercise each workgroup select a “spokesperson” to share the outcomes of their give each elect one group about five minutes to report out. As the facilitator, highlight themes as each group reports out. Record these on the whiteboard or easel. If a report out is overly specific, try to reclassify a theme in broad terms. A Theme should be short and to the point:

  - “Funding Cuts (federal, state or local)” or “Funding Increases”
  - “Lack of training”
  - “New Services targeted to Growing Companies”
  - “Lack of Awareness” or “Increased Awareness through Marketing”
  - “SBDCs the #1 resource in Ohio for business growth!”
  - “SBDCs receive only great referrals from bankers”

After the group breaks for lunch record the common themes on the Worksheet below. The State Leadership Team will use these during ongoing strategic planning exercises. Facilitators will then have a quick huddle to select themes for each group to focus on during the next exercise.

**Common Themes:**

<b>Best Case</b>	<b>Worst Case</b>

**Session 2:** 1:30-2:30 – “How to we get there/How do we keep ourselves from going there.”

Welcome Back! You should now have a list of common/insightful themes that emerged from the best case/worst case scenarios. You will have 2-3 themes assigned to your workgroup to focus on during this session.

For Each Theme Ask the following Questions:

- Follow the Outline of the Worksheet:
  1. For each theme ask “How do we get there?” (best case) or “How do we avoid this?” worst case
  2. Are there any best practices working in any of your centers that could lead to this positive outcome the could be implemented at other centers or statewide?
  3. Are there any specific projects or strategies that can be employed by the network?

Brainstorm some Ideas and solutions:

For each solution identify if it falls under a current strategic pillar.

Is this a short or long term goal?