

Meeting One: Let's Get to Know Each Other

Session one needs for each roundtable member:

- Access to the Roundtable welcome email received from NAWBO

Best Practice Recommendations:

- Choose a timekeeper
 - Use a time keeping device to monitor how long each person shares so that there is enough time for each person to share.
- When other people are sharing:
 - Don't interrupt their share. Honor everyone's time.
 - Hold all questions until the right time for question asking is available.
- Decide who would like to be the group leader.
 - Discuss as a group who might be interested in being the group leader.
 - Be ready to confirm at session two.
- Bring a journal to your group meetings for note taking
- Commit to your group for 6-months before you determine if it is not a good fit
 - This is our best practice recommendation.
 - We also encourage groups to commit to regular attendance.
- No judgement zone
 - This is a safe space to connect and share with other business owners.
 - Remember that confidentiality is essential to the group's trust and growth.

Each Member to Share about Yourself and Your Business:

- Share a summary of your business
- Disclose how long you have been in business and your number of employees
- Share the products/services offered
- Share accomplishments/challenges in business
- Explain your businesses target audience, ideal clients and competitive factors
- Personal highlights (kids, family, partners, interests, boards, sports, etc.)
- Share goals wanted in a roundtable experience

Before you end the meeting:

- Sign the non-disclosure and submit arien@nawbocolumbusohio.com

Additional Documents available on the NAWBO Columbus website.

- Roundtables Framework and overview
- Developmental stages of a group
- NAWBO roundtable rules of engagement
- NDA