



BUSINESS & EXECUTIVE  
**ROUNDTABLE GROUPS**

A LIFE & BUSINESS CHANGING EXPERIENCE™

12

**Words**  
That Will  
**Change**  
Your Life &  
**Business**  
Forever

**Nothing to...**  
**LOSE. HIDE. PROVE. FEAR.**

- Part 1 Curriculum Discussion (60 minutes)
- Part 2 Open Roundtable Discussion (60 minutes)
- Part 3 Goal Setting & Accountability (45 minutes)

powered by:



















# Presenting and Discussing Open Roundtable Issues In Your Truth@Work Meetings

## KEYS TO EFFECTIVELY PRESENTING YOUR ISSUE

*The following is a guide to effectively presenting your roundtable issue to your group - and for focused dialogue/ discussion and problem resolution by the group.*

Get To The Issue <b>QUICKLY</b>	<i>Be concise. In 1-2 sentences, get to the heart of the issue. Is it a concern, challenge, opportunity, or recurring issue becoming more troublesome?</i>
Tell why this is <b>IMPORTANT</b> to you	<i>What's at stake? How does this affect dollars, income, people, products, services, customers, family, timing, the future, or other relevant factors? What is the future impact if this goes unresolved?</i>
Describe the <b>IDEAL OUTCOME</b>	<i>What specific results do I want?</i>
Share <b>IMPORTANT INFORMATION &amp; DETAILS</b> your group needs to help you address the problem/issues	<i>Summarize with bulleted points: How, when, why &amp; where did the issue start? Who are the key players? What are the forces at work? What is the issue's current status?</i>
Outline your <b>STRATEGY</b> to this point	<i>What have I done so far? What options are you considering?</i>
Describe <b>EXACTLY</b> what you need from the group?	<i>What result do I want from the group? For example, alternative solutions, confidence regarding the right decision, identification of consequences, where to find information critique of the current plan.</i>

### Using the above process as your guide:

1. Whenever possible, provide a written outline of your issue to the group prior to the roundtable meeting.
2. After presenting the issue, allow plenty of time for qualifying and clarifying questions. (Do not short cut this step).
3. Make sure that the group does not try to offer solutions until your problem/issue has been fully vetted.
4. Once all roundtable members are satisfied that the real issue has been identified and all relevant information has been provided, invite the group to begin offering their ideas for solutions or next steps in addressing your issue.
5. Allow for “open” and “free-flowing” discussion, brain-storming, and thoughts around your issue.
6. Do not allow any of the roundtable members to sit quietly and idly- invite them all into the discussion.
7. Wrap up by asking everyone to formulate a one-sentence “laser” comment, thought, or recommendation (15 seconds or less).
8. During this step- you are not to respond to any of the “laser” statements- you are to only write them down for consideration.
9. Make sure every roundtable members presents his or her recommendation.
10. Share your key “take-a-way(s)” from the discussion.
11. Close the discussion by telling your group what commitments or action steps you commit to as a result of the discussion.
12. Follow up! At next month’s meeting, share an update with your group.

# Discussion Notes

**B**elow are some questions to pose to your small group. Please take advantage of this time to encourage, challenge, advise, and “love one another.”

My roundtable issue for the group is...

- 1. Professional/Business
- 2. Personal
- 3. Spiritual

On a Scale of 1 to 10 rate the urgency of this issue:	<input style="width: 40px; height: 20px;" type="text"/>
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My problem/challenge/opportunity is: \_\_\_\_\_

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Do you have any thoughts on how I can?: \_\_\_\_\_

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Do you have any insights on what the Bible has to say about my issue \_\_\_\_\_

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Notes, Comments, Thoughts, and/or Action Steps \_\_\_\_\_

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## **Goal Setting /Planning & E-countability®**

Schedule time to complete the following items in the “eCountability®” area of the Christian Roundtable Group Portal:

- Life Wheel Assessment
- Establish a minimum of 1 Personal-1 Business-1 Spiritual Goal/Commitment to be completed prior to your next Roundtable Group Meeting
- For your Business Goal(s)-establish the dollar value to your Business/Organization if the goal is completed
- When goals are completed, go back into system and enter completion date
- Review/Update progress of your “Annual BHAGs”
- Create and/or Review items in The Dashboard area
- Establish Your “E-countability®” Partner

# Monthly Christian Roundtable Group Meeting Preparation

## For the Next Christian Roundtable Group Meeting Prepare a Roundtable Discussion Issue for your Group

- Completed Member Monthly Meeting Checklist (On Member Home Page Of Portal)
  - Watched Curriculum Videos and Completed Homework
  - Completed E-countability® Items:
  - Completed Life Wheel Assessment
  - Entered and Completed Goals (at least 1 Personal-1 Business-1 Spiritual)
  - Assigned E-countability Partner
  - Completed My Dashboard Items
- 
- Reviewed Featured Member Presentation (4 Hour Meeting Format Only)

