



Entrepreneurs'  
Organization

# Meeting Boosters: Topical Discussion

INSTRUCTIONS

## Purpose

- To share information on topics of mutual interest to Forum members.
- To learn from each other.
- To raise the take-away value of Forum meetings.

## Preparation Process

1. Create a list of potential topics on a flip chat. Here are some ideas to get you started.



2. Have each person vote for their top three areas of interest.
3. Select a topic.
4. If prep time is needed, the Topical Discussion will be scheduled in a future meeting.
5. Decide on the length of time each person will speak (usually 5 minutes or 10 minutes).

## Discussion Process

1. Each person speaks for the allotted time on the selected topic. There should be no interruptions while they speak. When the person is finished, 2 or 3 minutes of Q&A are allowed before continuing on to the next person.
2. Continue until everyone has spoken.
3. Allow for an open discussion for another 10 minutes.
4. Decide if there are any action items as a result of the discussion.



## Spice up your meetings!

- Topical Discussion (select topic, 10 minutes per person)
- Book Reports
  - Individual
  - Collective
- SME (subject matter expert) Presentations
  - Local experts – financial planner, child psychologist, strategic planner, etc.
  - Local sponsors – attorney, CPA, etc.
  - Internal experts – Chapter, Forum
- Financial Disclosure
- Goal Setting (Forum / Individual)
- Expansion exercises (learn more about self and others)
- Forum Survey

## Inject New Energy!

- Schedule activities outside Forum (Chapter learning events, Universities, ropes course, etc.)
- Social Media groups
- Meeting extension – period golf game before, dinner after
- Mini-retreat midyear (1 day, no overnight)
- Moderator Training
- Moderator CD
- Attend each other's life events
- Forum name, logo
- Forum shirts, hats, jackets
- Track and share benefits, revenue increase, etc. (Forum journal)
- Forum notebook

