



FACILITATOR REMARKS:

Mastermind sessions help us navigate challenges by tapping into the wisdom in the room. Think of a mastermind as a structured approach for peer-to-peer knowledge sharing and troubleshooting.

FACILITATOR INSTRUCTIONS:

Room Setup

- Arrange tables and chairs in small groups of 5 or 6 people. For smaller workshops, set the room so that participants can face each other and are close enough to hear one another.
- Pen and workshop handout or notepad available for each group.
- Dry erase board/flip chart and markers at the front of the room.
- Play upbeat music before the mastermind begins.



FACILITATOR REMARKS:

It is important to remember that you are not alone.

By participating in this mastermind session...

- You will gain new perspectives and receive instant, high-value feedback.
- You will collaborate with your peers to improve your business.
- And, most importantly, you will identify ways to get ahead of the competition.



The slide features a dark teal background. On the left, there is a large, stylized lightbulb icon with radiating lines, and the word "Agenda" is written in white below it. On the right, there are four horizontal, light yellow rounded rectangular boxes stacked vertically. Each box contains an icon and text: a magnifying glass icon for "Business Technology", a red question mark icon for "What challenges do you face? (10 minutes)", a blue icon of three connected nodes for "Mastermind (25 minutes)", and a yellow speech bubble icon for "Debrief (20 minutes)".

FACILITATOR REMARKS:

Today's topic has been pre-selected: <CLICK> Business Technology

<CLICK> In a few minutes, we will identify challenges that prevent us from taking advantage of the benefits technology can offer for our businesses.

<CLICK> Next, we will divide into small groups and brainstorm solutions.

<CLICK> Finally, we'll come back together and share what we've learned from our group members.

Let's get started.



FACILITATOR REMARKS:

What technology challenges do you currently face?
Or, what areas could technology improve your business?

FACILITATOR INSTRUCTIONS:

- *Spend 5-10 minutes brainstorming what challenges your discussion groups will “solve”*
- *Write responses on the board or flipchart.*
- *Be prepared to “prime the pump” by sharing ideas such as:*
 - *Organizing text messages, emails, Facebook messages, etc.*
 - *Digital signing of documents*
 - *Conducting business from your smartphone.*
- *If your list is long, choose or vote on which challenge(s) you will discuss.*

Break Into Groups (5 or 6 people)

Assign a Leader

- Keeps group on task
- Allows everyone to contribute

Assign a Notetaker

- Records all ideas and information shared
- Presents group's findings during debrief



FACILITATOR INSTRUCTIONS:

- *Have agents divide into groups of 5 or 6 people (or keep larger group depending on the number of participants)*
- *Each group needs to assign a leader AND a notetaker*



MASTERMIND 25 minutes

1. What technology helps you run your business more efficiently?
2. What impact has this technology had on your business?
3. Share best practices for use.

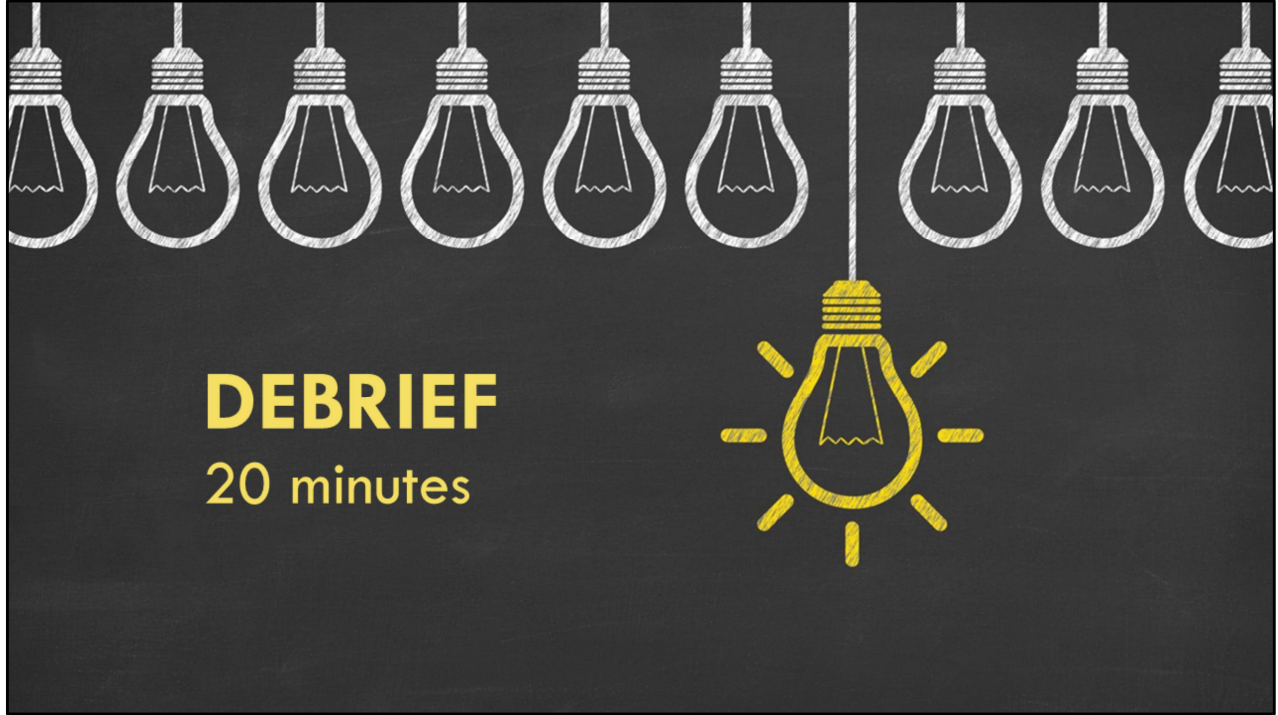
FACILITATOR REMARKS:

In your group, discuss technology solutions for the challenge we've outlined (*reference Slide 4 – these challenges should be written on a flip chart or dry erase board for the group to refer to*). Keep these three suggestions in mind.

1. <CLICK> What technology are you using to run your business more efficiently and solve the challenges we identified as a group?
2. <CLICK> What impact has this technology had on your business?
3. <CLICK> Finally, share your best practices

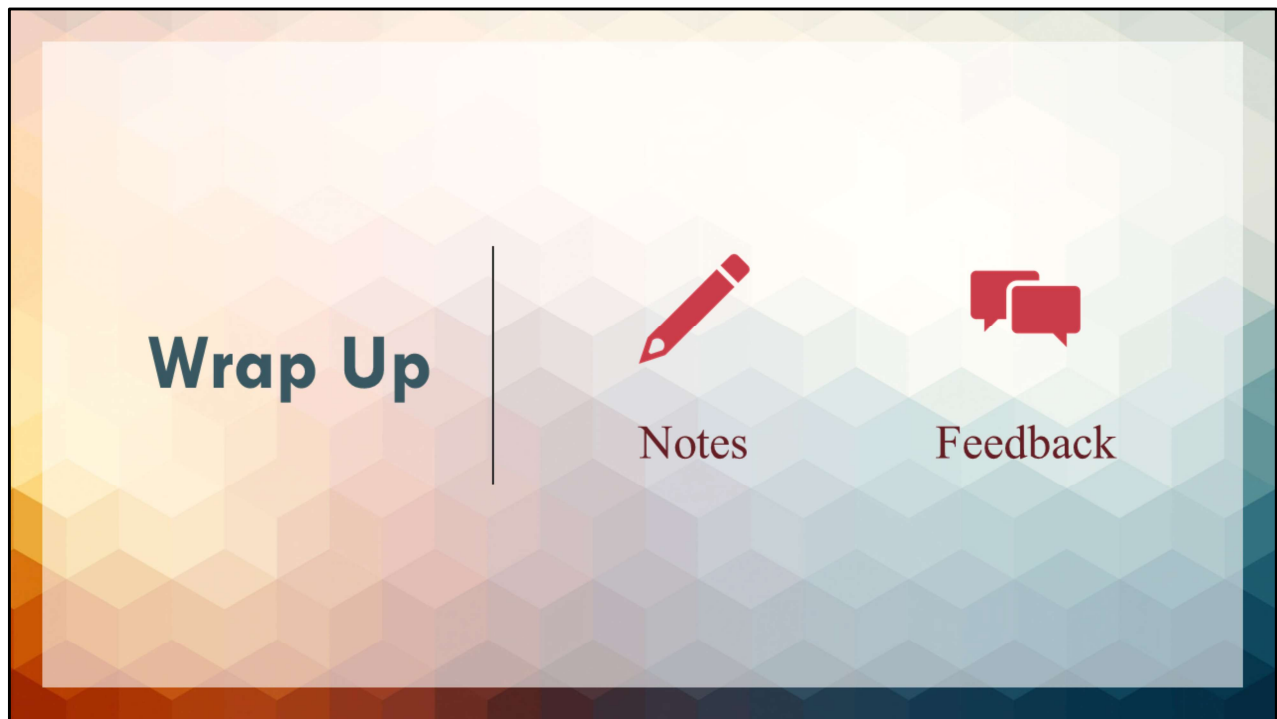
FACILITATOR INSTRUCTIONS:

- *Set a timer for 25 minutes.*
- *Walk the room – ensure groups are staying on task.*
- *Listen to the discussions and make note of additional information you want to share during the debrief.*
- *Give the group a 5-minute warning to wrap up their conversations.*
- *After 25 minutes, bring the groups back together for the debrief.*



FACILITATOR INSTRUCTIONS:

- *Go around the room and ask each group to share their best technology, including the program/app, results achieved, and best practices.*
- *Have each group share only one idea at a time so that all the groups have a chance to share.*
- *Continue going around the groups until there are no more ideas to share.*
- *Record answers on the board or flipchart*



FACILITATOR INSTRUCTIONS:

- *Wrap up the meeting by thanking everyone for attending.*
- *Collect the notes from each group so you can share them with all the participants.*
- *Let the attendees know how they will receive the notes.*
- *Ask the attendees if they learned something new today.*
- *Request additional feedback to improve future mastermind sessions.*