

# Future Leaders Discussion Forum Guidelines

for Industry Expert

The primary role of the Future Leaders Discussion Forum sessions is to focus on providing Members and guests access to high-level professional development, with relevant content delivered from a strategic perspective. There is also the opportunity to build valued relationships with Members.

## STRUCTURING YOUR MENTORING ROUNDTABLE SESSION

Feel free to structure your session to best suit your requirements; however below is a suggested structure that Leaders has found to work for all parties at the table.

Minutes	Discussion Items
<b>0 - 5 mins</b>  (5 mins duration)	<b>Introductions</b> <ul style="list-style-type: none"> <li>Industry Expert to introduce topic for discussion.</li> <li>Industry Expert is to randomly choose each participant to present a short introduction, ensure all get an opportunity.               <ul style="list-style-type: none"> <li>Participants are to introduce themselves, sharing Name, Company Name, and one sentence about what they do (20 seconds for each business);</li> <li>To keep participants to their allocated time, the Industry Expert will tap a glass at the 20-second mark.</li> </ul> </li> </ul>
<b>5 - 15 mins</b>  (10 mins duration)	<b>Industry Expert presentation</b> <ul style="list-style-type: none"> <li>High-level content.</li> <li>Strategic perspective.</li> <li>The content is not to be of an operational or personal nature.</li> <li>Expert-driven content to be delivered from a strategic perspective, it will be expected this content is not widely known.</li> </ul>
<b>15 - 30 mins</b>  (15 mins duration)	<b>Group Discussion</b> <ul style="list-style-type: none"> <li>Industry Expert to ensure each participant has opportunity to make comment.</li> </ul> <b>5 Rules of Engagement</b> <ul style="list-style-type: none"> <li>Keep Q &amp; A brief, state in one sentence.</li> <li>Focus on the topic of the session.</li> <li>Keep the conversation strategic, not operational.</li> <li>Be respectful of each other's time &amp; perspectives.</li> <li>Focus on facts only—not opinions.</li> </ul>
<b>30 min mark</b>  (At the Close)	<b>Close</b> <ul style="list-style-type: none"> <li>Industry Expert to prompt close and make final remarks</li> </ul>



### **During Future Leaders Discussion Forum Sessions, Industry Experts should:**

- allow the participants to introduce themselves and talk about their challenges and opportunities.
- draw on their skills and expertise, to answer any questions and to assist where possible.
- suggest in-depth operational discussions are continued during Connect Event or a planned meeting.
- refrain from direct selling of any products or services during these sessions