

WPO Presentation Guide

Instructions: Take 5 – 10 minutes to complete this worksheet. Be prepared to deliver a succinct presentation to your peers (up to 7 minutes).

Part 1: Decision Validation, Issue Resolution, or Opportunity Exploration

1. **Concise issue statement:** In one or two sentences, clearly describe the decision, issue or opportunity.
2. **Pertinent facts & context:** What facts will help the group appreciate the challenge you are facing? (i.e. think about the expense, revenue, people and productivity factors, regulatory implications etc.)
3. **Success factors:** Share 1- 3 aspects of this challenge that are going well.
4. **Decision makers:** Who needs to be involved in the decision regarding this issue? Who is the final decision maker?
5. **Ideal outcome:** What result would make this a success for you and your company?
6. **Impact:** What will be the significance of achieving this outcome? Who will be impacted, and how?

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Part 2: Reflection (*upon completion of the issue processing*)

Instructions: Please take a few minutes to share your thoughts with the group. Be prepared to share an update on your challenge at the next monthly WPO meeting as well.

1. **Reflection:** How are you feeling? What resonated for you, and how has the group helped?
2. **Next action:** What immediate next steps will you take in order to make progress towards the desired outcome?
3. **Success story:** When you return to WPO next month, what would you like to share in terms of a success story related to this challenge?