**WPO** – **Round** **Table** **Presentation** **Guide**

**Part I: Issue or Opportunity Presentation**

Are you seeking to validate a decision you have already made, **OR** would you like input to help guide a decision or find solutions to a current challenge?

**Concise Issue Statement:** In 1 - 2 sentences clearly describe your issue/opportunity/dilemma to your colleagues. *(NOTE: sometimes it is easier to complete the rest of the sheet and then come back to summarize here).*

**Success Factors:** What is going well as it relates to this issue?

1.
2.

**Pertinent Facts & Context:** What facts will help the group appreciate the challenge you are facing (ie who is impacted, associated costs, revenue impact, time spent, how long has this been an issue, regulatory implications, etc…)

**Decision Makers:** Who needs to be involved in the decision regarding this issue? Who is the final decision maker?

**Ideal Outcome:** What outcome do you want in terms of this challenge?

**Significance:** What will achieving this outcome do for you? For your company?

**Part II: Reflection (upon completion of the Round Table)**

*Please take a few minutes for you to share your thoughts on the following:*

**Reflection:** How are you feeling? What resonated for you and how has the group helped?

**Next Action:** What immediate next steps will you take in order to make progress towards the desired outcome?

**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?