



Preparing an Issue for TAB Meeting Discussion

Name _____ Company _____

Preparing your presentation of an issue will help the other business owners clearly understand your issue and provide constructive advice on how they recommend addressing it.

- **The Issue Is:** *Be concise. In one or two sentences, get to the heart of the problem*

- **My ideal desired result is:** *What specific results or outcomes do I want?*

- **Action(s) to date:** *What have I/we done so far? What options am I considering?*

- **The help I want is:** *What result do I want from the group? For example: alternative solutions; confidence regarding the right decision; where to find more information; critique of current plan; etc.?*

Presenting an issue for TAB Meeting Discussion

- **Present:** Briefly state your name, your company, and your issue
- **Qualifying Questions:** The board will then ask questions regarding your issue, to clarify the issue and the desired help/result
- **Feedback:** After all the questions have been asked, the board will then provide feedback