

Guide Round table Discussions

Meeting should last no longer than 3 hours (4-5 hours at the absolute longest). The key is to facilitate and lead rather than direct. The purpose is to get EVERYONE involved in conversation and participate in the discussion. Typically, no direct action will take place at the meeting other than the creation of a plan to address items identified. It is not necessary to make promises to resolve or explain anything that comes out during the meeting but make sure the decision makers are included in the process and will get back to the group with resolutions, answers or explanations within 30 days.

Welcome: Meeting Organizer [10 minutes]

Meeting organizer will welcome the group and thank them for coming, introduce herself as the host of the meeting, and recognize all key members. She will explain each of their roles in the meeting and then explain the background of the session. The important thing here is to establish objectives and expectations for the meeting – explain the purpose and goal of meeting.

Creating a Safe Environment: Facilitator [5 minutes]

Before the meeting, always list the following ground rules on a flip chart:

Introductions: [10 minutes]

Ask participants to introduce themselves by stating their name and their background or relationship as it pertains to mtg.

Presentation 1: Background on Navajo Green Economy Commission and Navajo Green Jobs. (10 minutes)

Provide an overview of how movement started, how it evolved, and the outreach that has occurred within communities. Also provide an overview of the two pieces of legislation.

Presentation 2: Background on the three goals identified by Navajo Green Jobs with emphasis on the vision of a green incubator. (10 minutes)

Provide a brief overview of the current organizations that are helping push forward the Navajo Green Jobs initiative. Grand Canyon Trust would like to share some of the specific projects where they have served as business advisers to existing successful projects (Shonto Community, Leupp Family Farms, etc.).

Presentation 3: Russ Yelton, CEO of NACET [15 minutes]

Will present on the process of developing of an incubator and his role in partnering with Navajo Green Jobs in guiding the program to establish an incubator within the Navajo Nation.

Presentation 4: Edgar Tohtsoni, Economic Development Specialist, Eastern RBDO, Church Rock, NM [15 minutes]

The development of the incubator in Eastern Agency.

Round Table Discussion: [75 minutes total—15 minutes per question]

The goal is for the participants to have an open discussion about the questions provided. A scribe (a key member) will write what people say onto flip charts so that everyone is able to view their ideas. Request that participants let the scribe know if s/he did not capture their ideas correctly.

Discussion #1 [15 min]

RBDOS and other nonprofits or entities talk about the types of services they offer

- Technical assistance, counseling, loans, etc.

Discussion Question #1 [15 min]

What is the pressing issues facing the program?

- Think in terms of resources, organizations, people, facilities, and programs that exist...

Discussion Question #2 [15 min]

What are the strengths of the program? What are the weaknesses?

- Think in terms of resources, organizations, people, facilities, and programs that exist...

Discussion #2 [15 min]

Review the surveys that were collected by Navajo Green Jobs. PowerPoint presentation.

Discussion Question #3 [15 min]

How should we work together to make the situation better?

- How would you like to be involved? Which goals are most important to you?
- What are the top goals or priorities that needs to be worked on together during the next one or two years?

Potential Opportunity: Russ Yelton, CEO of NACET [30 minutes]

Review the white paper on a possible networking opportunity for RBDOS and orgs.

Closing Remarks: Meeting Organizer [10 minutes]