







Small Business for Senior Leaders SBP 301 Lesson 1: Introduction





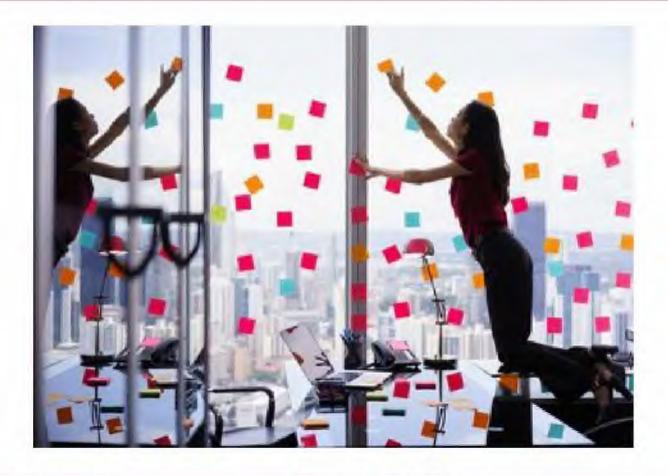
Getting Started



 Make sure you are logged on to BlackboardFill out your locator cards



Activity 1.1: A Day in the Life





Activity 1.1: Debrief

 What was that experience like?What challenges did you face?What was the hardest part of the activity?Were there issues you have encountered before? What was your experience with them?





Reflection

• What role did you play in your team? How did you interact with your team? What observations do you have about the way you work based on how you approached this activity? Did you learn something new? Did your team work effectively together? Did your team have a leader? If so, who was it? How did he or she emerge as the leader?





Facilitator Introductions

 NameExperience as a FacilitatorExperience with Small Business





Student Introductions

 NameOrganization and positionCourse expectationsWhy you are taking the courseHow you are currently a leader in your organization





Leadership Video

Importance of Course





Course Purpose

Offers opportunities to:Pursue another step toward developing knowledge, skills, and competencies for Small Business Senior Leaders Collaborate with senior-level colleagues to address complex issues in realistic scenarios Establish, demonstrate, and apply advanced knowledge of legislation, policies, and the contracting process in authentic situationsDevelop and practice critical skills in leadership, management, and supervision



Terminal Learning Objectives (1 of 2)

Determine how to adapt to a senior leadership position
 Align your functional mission with the organizational
 mission Implement the processes necessary to manage
 your Office of Small Business Programs (OSBP) to meet
 the missionImplement a communication plan that
 promotes small business and fosters organizational
 understanding, awareness, and collaboration



Terminal Learning Objectives (2 of 2)

 Apply a Small Business Senior Leader perspective to participate in the development, refinement, and implementation of small business authoritiesServe as a Small Business Senior Leader and advisor to key stakeholders and decision makersAnalyze current and challenging issues in small business acquisitions





Course Guidelines

 Attendance: Attend all eight days of the course, unless otherwise approved by the instructorNonattribution: Respect one another's confidentialityAcademic Integrity: Do your own workElectronic devices: Please turn off all electronic devices that may interfere with or interrupt the course



Course Grades

Based on the following five activities, score	d with	
rubrics. You must achieve 80 out of 100 po	ints to	pass.
2.3: Leadership Toolkit Presentations	10	
points3.4: Mission Brief		20
points4.5: Strategic Plan	25	
points5.1: Communication Plan	20	
points5.2: Inreach/Outreach Presentation		25
points		



Course Materials



PowerPoint Slides



Activity Instructions



Grading Rubrics





Course Schedule

SBP 301 Course Schedule At-A-Glance									
Time	Day 1	Time	Day 2	Time	Day 3	Time	Day 4		
AM	Welcome and Blackboard Administrative Time 1.1: A Day in the Life of a Small Business Senior Leader: Introduction Activity 1.1: A Day in the Life of a Small Business Senior Leader				Activity 3.1, Part B: Understanding		Activity 4.1: Resourcing Your Office		
		2.3 (cont'd.)		Your Organizational Chain		Break			
	Activity 1.1: Debrief and Reflection		Break		Break	АМ	Activity 4.1 (cont'd.)		
	Break	AM			3.2: Creating a Mission Statement: Focusing on the How, Activity 3.2: Creating a Mission Statement				
	Course Introduction: Leadership Video and Student Introductions		2.4: Creating a Vision, Activity 2.4: Creating a Vision Statement	AM	3.3: Small Business Office Self- Assessment: Introduction, Activity 3.3: Small Business Office Self-Assessment		4.2: Managing Your Office: Introduction		
	Break		Statement		Break		Break		
	Course Overview and DAU Classroom Brief		Break	Break			Activity 4.2: Managing Your Offi		
	Lesson 2 introduction: What's Different About Your Role as a Small Business Senior Leader? 2.1: What's Different in Senior Leadership Positions? Activity 2.1: Brainstorming			2.4 (cont'd.) and Lesson 2 Summary		Activity 3.3: Conclusion and Debrief		4.3: Monitoring Progress: Introduction	
	Lunch		Lunch		Lunch		Lunch		
PM	2.1 (cont'd.)		Lesson 3 introduction: Understand Your Organization and the Small Business Program		3.4: Crafting and Presenting Your Mission Brief Activity 3.4: Crafting and Presenting Your Mission Brief		Activity 4.3: Monitoring Progre		
	Break		3.1: Understanding Your						
			Functional Area and Organizational Chain Break		Break				
	2.2: The Big Picture: How You				Activity 3.4: Conclusion and Debrief		Break		
	Fit into Your Organization, Activity 2.2: Organizational Chart Review Activity 3.1, Part A: Understanding Your Functional Area		224	Lesson 3 Summary	РМ	Activity 4.3 (cont'd.)			
			PM	Lesson 4 Introduction: Managing and					
			Running Your Small Business Office						
			Area	Area	Area		The second second second		4.4: Managing Professional
	Presentations, Activity 2.3: Toolkit			4.1: Resourcing Your Office: Introduction		Relationships: Introduction			



DAU Classroom Brief

