



Foundational Learning



Workflow Learning



Performance Learning

Small Business for Senior Leaders SBP 301 Lesson 1: Introduction





- 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?



- 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?



- Name Experience as a Facilitator Experience with Small Business



- Name
Organization and position
Course expectations
Why you are taking the course
How you are currently a leader in your organization



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 situations
- Develop 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 mission
Implement a communication plan that promotes small business and fosters organizational understanding, awareness, and collaboration



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





Course Guidelines

- **Attendance: Attend all eight days of the course, unless otherwise approved by the instructor**
Non-attribution: Respect one another's confidentiality
Academic Integrity: Do your own work
Electronic devices: Please turn off all electronic devices that may interfere with or interrupt the course



Course Grades

Based on the following five activities, scored with rubrics. You must achieve 80 out of 100 points 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		



PowerPoint Slides



Grading Rubrics



Activity Instructions



Activity Materials



Course Schedule

SBP 301 Course Schedule At-A-Glance							
Time	Day 1	Time	Day 2	Time	Day 3	Time	Day 4
AM	Lesson 1 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 1.1: Debrief and Reflection	AM	2.3 (cont'd.)	AM	Activity 3.1, Part B: Understanding Your Organizational Chain	AM	Activity 4.1: Resourcing Your Office
	Break		Break		Break		Break
	Course Introduction: Leadership Video and Student Introductions		2.4: Creating a Vision, Activity 2.4: Creating a Vision Statement		3.2: Creating a Mission Statement: Focusing on the How, Activity 3.2: Creating a Mission Statement		Activity 4.1 (cont'd.)
	Break		Break		Break		Break
	Course Overview and DAU Classroom Brief		Break		3.3: Small Business Office Self-Assessment: Introduction, Activity 3.3: Small Business Office Self-Assessment		4.2: Managing Your Office: Introduction
	Lesson 2 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		Activity 4.2: Managing Your Office
	Lunch		Lunch		Lunch		Lunch
	2.1 (cont'd.)		Lesson 3 Lesson 3 Introduction: Understand Your Organization and the Small Business Program 3.1: Understanding Your Functional Area and Organizational Chain		3.4: Crafting and Presenting Your Mission Brief Activity 3.4: Crafting and Presenting Your Mission Brief		Activity 4.3: Monitoring Progress
	Break		Break		Break		Break
	2.2: The Big Picture: How You Fit into Your Organization, Activity 2.2: Organizational Chart Review		Activity 3.1, Part A: Understanding Your Functional Area		Activity 3.4: Conclusion and Debrief Lesson 3 Summary		Activity 4.3 (cont'd.)
Break		Lesson 4 Lesson 4 Introduction: Managing and Running Your Small Business Office					
2.3: Leadership Toolkit Presentations, Activity 2.3: Toolkit Presentations		4.1: Resourcing Your Office: Introduction	4.4: Managing Professional Relationships: Introduction				



DAU Classroom Brief

