****What do you do if your speaker doesn’t turn up and/or your numbers are small?

Here is the emergency master class for just that occasion.

Please note it is owned by Mandie Holgate and The Business Womans Network and is not for replication or re use elsewhere, thank you.

**Time;**  45 minute session.

**Room layout;** Boardroom so that all business women can see each other easily.

**Facilitor is required;** Your role is to organise the session and ensure that business women do not monopolise the session with their own agenda or their own business promotion.You do this by bringing the session back to the topic at hand. (We can cover this in our BWN Team Days too.)

**Step 1;** **Top Tip Share** - Ask each business woman in turn to share a top tip that they have learnt and apply to their own business, success or networking. Depending on how many business women are at the meeting will dictate how long they have for this. Ideally they should only speak for 2 to 5 minutes (Maximum). It is a good idea to have something prepared (ideally not written down) so that you are able to get the ball rolling and showcase how its done.

**Note:** As facilitor it is important to ensure everyone sticks to time, so at Step 1 make a joke of it, keep it light, however DO mention that it is to time, so that your business women can get used to timing their public speaking (and thus they are getting to hone another skill in this session! You can mention that they are getting to hone another skill if you feel its appropriate to do so.) Do not mock this note to your guests. You could use your phone to time them and have a funny ring tone. You are the coordinator and know your group, thus you know whether a “Joke” will be apprecited or seen as unproffesional. Mandie can get away with this! Maybe you feel you can’t, then don’t! Go with your natural style however ensure your guests know you are watching your phone for the time and if you feel it will not offend your guests maybe let the other guests watch their phones for the time too saying something like “could you watch the time for me, my phone doesn’t easily show it” or “Does anyone have a good stop watch on their phone so that everyone gets to speak for the same amount of time?”

**Step 2: Top Tip Discussion** - Allow for 10 minutes discussion on the top tips shared. Say something. Like “I love your top tip about x (make sure you took some notes to use for this part!) what do you think?” again depending on how many people there are will depend on whehter this can last for 10 minutes or less or more time.

**Step 3: Business Womans Wants** – Like step 1 ideally you start so that the other business women can follow your lead. Ask the business women to share something they need for business or want. Here are some examples;

“I’ve never got over my fear of public speaking and I don’t know what to do about it”

“I really want to talk to more health food shops however they are rather close minded, do you have any ideas for me?”

“I’m looking to get into schools what is the best approach?”

If each person asks one short question and then you can allow 2 to 5 minutes to take responses and ideas from the group. Again this will depend on the size of the group, to determine your timings. So it’s a good idea to sit down and preplan your timings before your guests are arriving.

**Step 4; Homework! –** As Mandie says after most master classes “If you don’t take action you’ve just wasted one of your most valuable commodities – time.” So what action are you going to take? Depending on the size of the group you have 5 minutes’ left. You can either (if you can trust them to stick to time!) get your business women to say in less than 30 seconds what action they are going to take by the time they attend next month. Or if you feel that this could make your event run over midday then ask them to write this down. **Either way encourage them to post their actions and goals on the BWN social media (LinkedIn, Twitter and Facebook) so that we can help keep them motivated, talk about their business, and help promote the great work of your group.**