

MHEDA-NET FACILITATOR'S GUIDE



A blue-tinted photograph of a warehouse interior, showing tall metal shelving units filled with boxes and pallets, receding into the distance.

THE AGENDA

1. MHEDA-NET Overview
2. Key Responsibilities
3. Guidelines
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MHEDA-NET OVERVIEW

MHEDA-NET is a complimentary, structured networking service available to all MHEDA members that facilitates video calls with peers from non-competing markets to discuss common business challenges. This is a valuable opportunity to connect with industry professionals and enhance your knowledge through shared experiences. It offers the convenience of no travel, with groups tailored to meet your specific professional networking needs.



KEY RESPONSIBILITIES

The average time commitment is approximately an hour of preparation work per month with an additional hour for the designated meeting time.

- **Leading Discussions**
 - The facilitator is responsible for steering group discussions to ensure they are productive and focused.
- **Planning & Organizing Meetings**
 - Effective planning and organization are crucial for the success of MHEDA-NET group meetings.
- **Managing Meeting Agendas & Attendance**
 - Maintaining accurate records of meetings is essential for continuity and accountability.
- **Topic Selection & Research**
 - Choosing relevant and impactful topics for discussion is a critical part of the facilitator's role.
- **Reviewing New Member Applications**



GUIDELINES

- New Member Application
 - Please send final decisions within 30 days of receiving an application to MHEDA.
- Attendance
 - The facilitator must maintain records of attendance for each meeting in the meeting notes form. After three absences without notification, please notify MHEDA.
- Code of Conduct
 - MHEDA has a zero-tolerance policy for hostile, harassing or abusive conduct. Please report inappropriate conduct to MHEDA.
- Antitrust Guidelines
 - MHEDA supports the policy of competition served by the antitrust laws. Please report inappropriate conduct to MHEDA.



BEST PRACTICES

- Leading Discussions
 - Keep the conversation on track and prevent any one person from dominating the discussion.
- Planning Meetings
 - Prepare meeting agendas & notes between the end of one meeting and prior to the next meeting time. Send the agenda to all members prior to the next meeting.
- Selecting Topics
 - Talk with your group to determine topics that may be of interest to your group and conduct any necessary research to prepare discussion ice breakers, questions, and relevant information.



RESOURCES

As a MHEDA-NET Facilitator, you have access to various resources that will help you in your role and responsibilities. They are all available for download at this link: www.mheda.org/facilitator.

- Facilitator's Manual
- Meeting Notes Template
- Business Trend Topics
- Discussion Questions



FAQ'S

PLEASE REACH OUT TO REBECCA HEIN AT
RHEIN@MHEDA.ORG WITH ANY ADDITIONAL QUESTIONS



HOW SHOULD I SET MY AGENDA?

- Meeting Schedule & Platform
 - Coordinate with group members to find suitable times for meetings, considering different time zones and availability.
 - It is best to set a reoccurring timeline for consistency, such as the second Tuesday of every month or quarterly.
 - Groups can choose their virtual meeting platform of choice: Teams, Zoom, or RingCentral.
- Meeting Agenda
 - Use the meeting note template provided by MHEDA to outline what was discussed in the current meeting and use the designated section to outline your next upcoming meeting.
 - You can set the next meeting agenda as detailed as you feel fit, such as including time increments (30 mins for this topic, 20 mins for questions, 10 mins for next meeting planning).



WHAT HAPPENS IF WE RUN OUT OF TOPICS?

If you have used MHEDA's resources, facilitators may feel that it is best to ask the group at large about what they may want to discuss. This can open the door to issues that they may be facing along with facilitating relevant discussions for all. As the facilitator, you may reach out to MHEDA for specific resources, or you can conduct research independently for your group and share your findings during your discussions.



HOW CAN I KEEP PARTICIPANTS ENGAGED?

- As the facilitator, you set the tone of the group. It is important to take meeting notes, set meeting agendas, and maintain communication within your group. With consistent engagement, your group will follow.
- If a group member misses three meetings without notification, please contact the member of the group directly. If they do not reply or you would like to proceed with a removal process, please reach out to MHEDA detailing the situation.





THANK YOU

FOR BEING A MHEDA-NET FACILITATOR

