

2026–2027 Competitive Events Guidelines

Future Business Facilitator



Future Business Facilitator gives competitors the opportunity to demonstrate their skills in delivering effective training, whether in a corporate setting or a traditional business education environment. This event includes pre-judged assets and a live presentation, showcasing members' ability to design, organize, and communicate instructional content.



Event Overview	
Division	Collegiate
Event Type	Individual
Event Category	Presentation
Event Elements	Pre-judged Asset & Presentation with Topic

Event Information:	
<u>National Leadership Conference:</u> Timing Structure: • Equipment Set-Up: 3 minutes • Presentation: 10 minutes (a one-minute warning will be provided) • Question & Answer (Q&A): 3 minutes Important: Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period. Important Notes: • Pre- Judge Asset (PDF) due before the NLC State Set Deadline • Internet Access: Not Provided • Event Schedule Notes: ○ Some events may begin before the Opening Session. ○ All schedules are posted in local time for the NLC host city. ○ Schedule changes are not permitted.	<u>State Leadership Conference:</u> This event will not be offered at the State Leadership Conference. Any event not offered at SLC will be considered an “open event,” and members will be allowed to register to compete at the National Leadership Conference on a first come, first served basis, using the Colorado FBLA NLC Intent Form. Check the SLC Call to Conference for more information.

*** Event specifics are continued below. Review the document to its entirety.

2026-2027 Topic

Where Leaders Begin: Facilitating Leadership Development

Organizations rely on effective leadership to drive performance, navigate change, strengthen teams, and achieve strategic goals. Developing leadership skills requires more than training—it requires meaningful learning experiences that help individuals apply concepts in real-world situations.

Design and facilitate a professional learning session focused on a leadership topic of your choice for employees, emerging leaders, managers, or organizational teams. Your session should help participants strengthen their leadership capabilities and apply what they learn to professional challenges and workplace responsibilities.

How can effective facilitation transform leadership concepts into meaningful learning experiences that improve individual and organizational performance?

Judges will play the role of students/professional development attendees. Competitors will select one part of their professional development training plan/lesson plan to teach to the judges during the presentation time.

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National Leadership Conference

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Technology and presentation items • Conference-provided nametag • Photo identification • Attire that meets the FBLA Dress Code	• Table

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Community Service Project* or *State of Chapter Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Identification at Check-in:** Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.

Event Administration

This event consists of three phases: a pre-judged asset, preliminary presentation, and a final presentation.

Pre-judged Asset Details: Training/Lesson Plan

Submission Deadline

- A PDF must be uploaded through the conference registration system by the state-specified deadline.

Asset Requirements:

- The training/lesson plan must be no more than three pages in length and formatted to fit standard 8.5" x 11" paper.

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- Competitors must use the training/lesson plan template provided on the final page of these guidelines. While the format may be retyped or adjusted, all original components must be included. The training/lesson plan should be designed to cover a full class period.
- Links and QR codes are not permitted within the training/lesson plan.
- Advisers or others may not assist in preparing the asset. It must be created entirely by the competitor(s).
- All content must be original and created specifically for this competition.
- Assets must be new, original work and may not have been submitted at any previous National Leadership Conference.

Judging & Ownership

- Assets will be judged prior to the National Leadership Conference (NLC).
- Pre-judged assets will not be returned. All submitted projects become the property of FBLA and may be published or reproduced for promotional purposes.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Presentation Details: The Training/Lesson

Timing Structure

- **Equipment Set-Up:** 3 minutes
 - **Presentation:** 10 minutes (a one-minute warning will be provided)
 - **Question & Answer (Q&A):** 3 minutes
 - **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments.
- Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- The preliminary round is closed to conference attendees and audience.

Technology Guidelines

- **Internet Access:** Not Provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, interactive whiteboard, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Pre-judged assets, visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.

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- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Event Specific Information: Competitors should incorporate the following aspects in response to the topic

- Judges will play the role as trainees/students. Competitors will select one part of their training/lesson plan to teach the judges during the presentation.
- **Demonstrate Subject Mastery:** Show deep understanding of the topic through accurate, thorough content and clear communication.
- **Align Materials to Objectives:** Ensure all instructional materials support the stated training/lesson goals and consider diverse learning needs and styles.
- **Design Engaging Learning Activities:** Incorporate creative, hands-on activities that motivate trainees/students and allow them to actively demonstrate their understanding.
- **Organize a Professional Training/Lesson Plan:** Present a well-structured, creative, and visually polished training/lesson plan that is both interesting and appropriate for a classroom setting.

Advancement to Finals

- The top-scoring competitors from each preliminary section will advance to the final round in equal numbers.
- The number of competitors advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Scoring

- The pre-judged asset score will be added to the preliminary presentation round scores to determine which competitors advance to the final round from each section.
- The final presentation score determines the top winners.
- Pre-judged asset score will be used to break a tie.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

Important FBLA Documents

- Competitors should be familiar with the [Competitive Events Operations Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

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Future Business Facilitator Pre-Judged Asset (Training/Lesson Plan) Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Documents are free of spelling, punctuation, and grammatical errors	Three or more errors	Two errors	No spelling errors, and not more than 1 punctuation or grammatical error	No spelling or grammatical errors, and not more than 1 punctuation error	
	0 points	1-2 points	3-4 points	5 points	
Objectives (Competencies & Presentation Indicator)	No objectives listed	Objectives are identified, may not be specific & measurable	Objectives are identified and are specific and measurable	Objectives are identified and relate to meaningful skills or concepts essential to learning	
	0 points	1-6 points	7-8 points	9-10 points	
Outcome & Measurement	No outcome or measurement listed	Outcome or measurement listed	Outcome and measurement are listed	The measurement of the outcome reflects objectives	
	0 points	1-6 points	7-8 points	9-10 points	
Resources & Materials	Resources & materials are not listed or not appropriate	Resources & materials are listed, not effectively implemented	Range of resources and materials are listed with specific citation information	Resources and materials are selected and/or designed to meet diverse learning needs	
	0 points	1-2 points	3-4 points	5 points	
Instructional Activities	Plan of activities is so vague or generalized that it is unusable	Plan of activities lack elements or details for effective delivery	Plan of activities is clear and designed to promote critical thinking, problem solving or creativity	Plan of activities utilizes multiple strategies and includes guiding questions appropriate for engaging in higher-level thinking	
	0 points	1-6 points	7-8 points	9-10 points	
Substantiates and cites sources used while conducting research	Sources are not cited	Sources/References are seldom cited to support statements	Professionally legitimate sources & resources that support statements are generally present	Compelling evidence from professionally legitimate sources & resources is given to support statements	
	0 points	1-6 points	7-8 points	9-10 points	
Guideline Protocols					
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: ✓ Training/Lesson Plan aligned with the assigned topic ✓ Training/Lesson Plan was submitted as PDF ✓ Links or QR codes were not used (except for citation purposes) ✓ No more than 3 pages long			
	0 points	1-10 points			

Pre-judged Asset Total (60 points)

Name(s):	
School:	Section:
Judge Signature:	Date:

Comments:

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Future Business Facilitator Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrated knowledge of subject matter	No knowledge of the subject matter demonstrated	Demonstrated limited understanding of the subject matter	Demonstrated understanding of the subject matter	Demonstrated extensive understanding of the subject matter	
	0 points	1-8 points	9-12 points	13-15 points	
Presented material met the objectives of the training/lesson plan	Presented material was not included, objectives not stated	Presented material was included, but not connected to the stated training/lesson plan objectives	Presented material was included and connected to the stated training/lesson plan objectives	Materials meet the stated objectives and accommodate learner differences	
	0 points	1-8 points	9-12 points	13-15 points	
Presented material appropriate for audience and subject	Activities/materials are not included or not appropriate for the audience or topic	Activities/materials are included but do not give learners clear opportunities for guided practice	Activities/materials are included and give learners opportunities for practice	Activities/materials engage and motivate learners with opportunities to demonstrate skills	
	0 points	1-8 points	9-12 points	13-15 points	
Presented interesting, motivating and creative training/lesson plan	Training/Lesson plan is unorganized	Training/Lesson plan is organized	Training/Lesson plan is organized; and interesting, motivating, OR creative	Training/Lesson plan is organized, interesting, motivating, creative, and presented professionally	
	0 points	1-8 points	9-12 points	13-15 points	
Substantiates and cites sources used while conducting research	Sources are not cited	Sources/References are seldom cited to support statements	Professionally legitimate sources & resources that support statements are generally present	Compelling evidence from professionally legitimate sources & resources is given to support statements	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Delivery					
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates proper verbal and nonverbal communication skills	Verbal AND nonverbal communication skills are inappropriate	Verbal and/or nonverbal communication skills are weak or distracting	All questions were clearly answered using good grammar and appropriate body language	Verbal communication skills are excellent; nonverbal communication is natural	
	0 points	1-6 points	7-8 points	9-10 points	

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Demonstrates the ability to effectively answer questions	<i>Does not respond to questions or responses are completely off-topic.</i>	<i>Provides incomplete or unclear answers that show limited understanding.</i>	<i>Responds accurately and clearly to most questions, showing adequate understanding.</i>	<i>Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Protocols					
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Presentation aligned with the assigned topic ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers ✓ Avoided use of food or live animals			
		0 points	1-10 points		
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (110 points)					
Name(s):					
School:					Section:
Judge Signature:					Date:
Comments:					

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TRAINING/LESSON PLAN TEMPLATE

This template may be retyped/recreated

Competitor Name:

Competitor School:

Competitor State:

Training/Lesson Plan Title		
Content Area		
Audience		
Objectives <i>(What should learners be able to do after your training/lesson?)</i>		
Outcome / Measurement <i>(How to assess that learners met your learning objectives?)</i>		
Resources and Materials		
Anticipatory Set / Gaining Learners' Attention		Time Spent
Informing Learners of Objective		Time Spent
Facilitator Input / Modeling / Check for Understanding		Time Spent
Guided Practice		Time Spent
Independent Practice		Time Spent
Closure		Time Spent
Notes		