



RETREAT PLANNING IN A NUTSHELL

RULE #1 Be Organized

- Create an agenda with a time line. Include time planned for long discussions and schedule breaks to keep people feeling interested and rejuvenated.
- Create lists for supplies and food
- Plan a budget

RULE #2 Use Your Resources

- Seek the help of people with whom you regularly interact. Utilize local business executives as speakers, tap into retreat site possibilities connected to area agencies, look for collaborative possibilities whenever possible.

RULE #3 Plan the experience around the needs of your group

- If the majority of your organization is made up of new members, then getting to know each other and building trust should be first on your list. Build the relationships, create trust and commitment will to accomplish the goals of the organization will follow.

RULE #4 Set your group up for success

- Be aware of the group, how they interact, what experience they already have and then plan accordingly. For example, group members who are new to their role will need basic fundamentals in order to interact with returners at a high level. If you skip over this early training, then trying to accomplish larger scale goals may not ever be achieved.

RULE #5 Know your members

- Be aware of who is a part of your group and plan your training experiences accordingly. Repeating things that others have already experienced may cause boredom and jumping too far ahead may cause you to lose newer members. Try asking experienced members to help facilitate basic training and information sharing about the group.

RULE #6 Have Fun!!

- Have fun and create opportunities for your group to join you. Fun and frivolity may seem like a waste of time and money but in the long run - group bonding and cohesiveness is priceless.