

## Quick Tips

### RETREAT PLANNING CALENDAR

#### Two Months before:

- Determine the purpose of retreat
- Reserve site
- Contact outside resources (speakers, facilitators, etc.)
- Determine date and location
- Appoint members to help

#### One month before:

- Determine format
- Send letters to members including Important information (costs, travel, What to bring, etc.)
- Reserve equipment

#### Two weeks before:

- Make food arrangements
- Duplicate maps, handouts, etc.
- Confirm site arrangements
- Confirm speakers
- Make checklist of who is to bring what

#### One week before:

- Gather equipment and visual aids

#### Day before:

- Deal with last minute emergencies

#### After the Retreat:

- Evaluate and put information together to Help the next retreat planner
- Send thank you notes
- Implement action plans from retreat



## Office of Campus Life Richland Community College

One College Park  
Decatur, IL 62521

Phone: (217) 875-7200 Ext. 305

Fax: (217) 875-7783

E-mail: [Campuslife@richland.edu](mailto:Campuslife@richland.edu)  
<http://www.richland.edu/campuslife>

## Retreats



## Leader Tips

### Leadership Development Tips for Groups



Office of Campus Life  
Richland Community College

LEADership Mastery Program

# Steps for Planning

## STEP 1: GOALS

Write out the goals and purpose of the retreat. List skills and behaviors you want each participant to experience. Possible goals include team building/unity/awareness, training, communication, problem solving, socializing, learning, orienting, and building a sense of community.

## STEP 2: EXPECTATIONS

Allow members to share their expectations of the retreat and discuss what is expected of them during the retreat (undivided attention, participation, cooperation, planning, etc.)

## STEP 3: LOGISTICS

**TIMING:** season/climate, campus and academic events.

**LENGTH**

**BUDGET**

**SITE:** distance, space, facilities, equipment

**TRANSPORTATION**

**MEALS:** who will buy food, cook, clean up?

**AGENDA:** plan time carefully, but allow for flexibility; give participants a copy

## INTERACTION CONSIDERATIONS

**PRE-EXISTING CONCERNS:** Issues or problems participants will bring with them.

**ATTITUDES:** Receptiveness of participants

**Group DYNAMICS:** stage of development of the group

## ACTIVITIES/PRESENTATIONS

### CONSIDERATIONS

**FACILITATORS:** be sure to tell them the history of the group and any special concerns

**FORMAT:** mix large and small group activities, plan free time

**TIME:** allow time for processing each activity, hourly breaks

**COMPATIBILITY:** plan events with people's schedules in mind (easy activities early in the morning, etc.)

**ACTIVITIES/PROJECTS:** bring extra supplies, rotate groups to avoid cliques

### ADVANTAGES OF A RETREAT

- Enhances member's experiences
- Eliminates daily distractions
- Fosters healthy communications
- Creates a shared experience
- Maximizes participation

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## SCHEDULE CONSIDERATIONS

**OPENING:** Introductions, discuss goals and expectations, rules and responsibilities, conduct ice breakers/energizers to start

**PRIORITIES:** Identify the most important concerns which need to be addressed, determine how they will be addressed

**TEAM BUILDING:** Schedule activities between major presentations to break up monotony, bring extra ideas to fill in gaps in the schedule, make sure risk levels match the group.

**MEALS/SNACKS:** Three meals plus snacks, have healthy energizing snacks, schedule light activities after meals

**OUTSIDE PRESENTERS:** Introduce them to the group, allow some time for members to talk with them one-on-one

**HANDOUTS:** Give members handouts to minimize time used to take notes

**CLOSING:** exercise should include reviewing goals set

**EVALUATION:** Each session of the retreat should be evaluated, results given to the speakers and planners

**CLEAN UP:** Everyone should help

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