

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
<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

** The Office of Campus Life would like to thank the Office of Greek Life and Student Organizations, the University of New Mexico, and the University of Kansas in aiding this publication.*

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

Office of Campus Life Richland Community College

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

<http://www.richland.edu/campuslife>