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| --- | --- |
|  | KEYS TO IMPLEMENTATION |
| TONE: *(circle all that apply)*Teambuilding MotivationalFun StrategizingRelaxing PlanningInvestigative Luxurious / PamperingProblem-Solving Personal DevelopmentFocused Community-FocusedLearn & Develop Bonding Regenerative Challenging / Confrontational | * How will we set this tone from the start?
* What setting will contribute to this tone?
* What language or keywords reinforce this tone?
* What prep work, handouts, reading materials, or supplemental materials reinforce this tone?
* Are there any slogans or signage that help set the tone?
* Does our employee invitation set the tone?
* Set an intentional statement for the retreat and reiterate it at several points throughout.
 |
| BUDGET:# of employees-Length of retreat-Venue-Food/beverage-Lodging-Materials-Transportation-Team Activities- | * Is there a predetermined budget?
* Use the Remote COO event budget tool to estimate expenses to find the right fit for your retreat.

 |
| DESIRED OUTCOMES:* What do you want the team to come away with in 3 bullets?
	+
	+
	+
 | * How can our retreat agenda foster this outcome?
* How can our retreat leaders personally foster these outcomes?
* What prep work can be done to help achieve these outcomes?
* Consider different styles and approaches. Think outside the usual box.
* Consider using teambuilding exercises, speakers, 3rd party workshops, off-site activities or visits, etc.
 |
| CONNECTIONS:* What are key connections to be forged during the retreat?
	+
	+
 | * How can our employees better connect to our company vision and mission?
* How can our company better connect to our employees?
* How can our employees better connect with one another?
* How can our employees better connect to our clients?
 |

**FINAL LOGISITICS**

DATE / TIME:

LOCATION:

GUEST SPEAKERS:

AGENDA: