Quick Tips

Retreat Planning Calendar

Two months before:

Determine the purpose of the 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, purpose of retreat, etc.) Reserve equipment.

Two weeks before:

Make food arrangements. Duplicate maps, handouts, etc. Confirm site arrangements. Confirm speaker (s). Make checklist of who is to bring what.

One week before:

Gather equipment and visual aids.

Day before:

Deal with last minute problems. Rest!

<u>During the retreat:</u> Relax and participate.

After the retreat:

Evaluate and put information together to help the next retreat planner. Send thank you's, follow-up activities. Implement action plans from retreat.

Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

Leader Hints is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

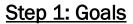
Leader Hints

Leadership Development Tips for Student Organizations

Retreats



How to get from "What if...?" to "That was Terrific!"



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 portionants a copy.

bility; give participants a copy.

For more information, check out the Leader Hints on Icebreakers, Team Building, Goal Setting, and Delegation.

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 members' experiences
- Eliminates daily distractions
- Fosters healthy communication
- Creates a shared experience
- Maximizes participation



Schedule Considerations

<u>Opening</u>: Introductions, discuss goals/ expectations, rules and responsibilities, conduct icebreakers/energizers to start

<u>Priorities</u>: Identify the most important concerns which need to be addressed, determine how they will be addressed

<u>Team Building</u>: Schedule activities between major presentations to break up monotony, bring extra ideas to fill in gaps in schedule, make sure risk levels match the group

<u>Meals/Snacks</u>: Three meals plus snacks, have healthy energizing snacks, schedule light activities after meals

<u>Outside Presenters</u>: 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, also give them a record of the retreat

<u>Closing</u>: Exercises should include reviewing goals set

Evaluation: Each session of the retreat should be evaluated, evaluations should be short and simple, results should be given to speakers and planners

Clean-Up: Everyone should help