

## 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!

#### During the retreat:

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.

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# Leader Hints

Leadership Development Tips  
for Student Organizations

## Retreats



# How to get from “What if...?” to “That was Terrific!”



## 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.

*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

**Opening:** Introductions, discuss goals/expectations, rules and responsibilities, conduct icebreakers/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 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, also give them a record of the retreat

**Closing:** 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