Tips and Tools for Successful Retreat Planning

Deborah Covin Wilson, CPLP, SHRM-SCP, SPHR

Covin Wilson & Associates
What is your Definition of a Retreat?

Dictionary Definition:

a place you can go to be alone, to get away from it all.
Checklist for Planning a Retreat

- Define
  - Define the purpose

- Develop
  - Develop the theme

- Identify
  - Identify Desired Outcomes

- Determine
  - Determine the location

- Set
  - Set the Budget

- Decide
  - Decide who will be the facilitator, Internal or External
Important Elements

- FUN
- Collaboration
- Input
- Evaluation
Ice Breakers

- PHOTO METAPHORS
- BUILDING STRAW TOWER / MARSHMALLOW – SPAGHETTI TOWER
- CONNECTING STORIES
- MY FAVORITE TEE SHIRT
- COLLABORATIVE DRAWING
- INTRODUCTIONS
Photo Metaphors: Connect the Team to the Agenda/Retreat Topic

Choose a card that reflects your hopes for today’s retreat?
Building a Straw Tower

• Each team is provided 50 drinking Straws
• The objective is to build the tallest, free standing tower using only the 50 straws provided
Connecting Stories

Goal is to connect mini-stories in an interesting way.
Each person must share at least one item that connects to the other mini-stories.
Use post-it notes to keep track of each part of the story.
My Favorite Tee Shirt

• Each person brings their favorite tee shirt and discusses while it is their favorite
Collaborative Drawing

Distribute paper and writing utensils to everyone that will be playing. Make sure that the players are sitting in some sort of orderly fashion such as a circle or in straight lines.

Instruct each person to fold their paper into four equal sections, as you would fold a letter. They should then unfold the paper so that it is flat again.
Introductions

• If you could visit any place in the world, where would you choose to go and why?
• If you were an animal, what would you be and why?
• What’s your favorite thing to do in the summer?
• If you were an ice cream flavor, which one would you be and why?
• What are your favorite hobbies?
What Questions do You Have?
Thank you

Deborah Covin Wilson, SPHR, SHRM-SCP, CPLP
Covin Wilson & Associates
3640 Masters Road
Ellenwood, GA 30294
www.covinwilson.com
deb@waconsulting.com
404.667.4277