



## ***Retreat Planning***

**LEADER SHEETS-** "On the go" guides for effective student leadership!

### **BEFORE THE RETREAT**

1. Departure: Time & Location for the group to meet, means of transportation to the site
2. Arrival: When will you get there, what happens first?
3. Unpack & Set-up: During this time, create some "getting to know you atmosphere."

### **RETREAT AGENDA**

4. "Getting to Know You": A beginning activity to warm people up.
5. Set the purpose, goals and objectives: Some groups will determine this before they leave for the retreat, others need to do this upon arrival. It must be done first thing, however.
6. Set Ground Rules: What are they? The group should set them together.
7. Team builders, Sessions, Discussions, Free Time, etc. are at the core of the retreat.
8. Energizers and Breaks are a necessity. Remember to include them!
9. Closure: Evaluate the retreat and have everyone share a thing they learned.

### **AFTER THE RETREAT**

10. Follow up. Include portions of the retreat in training or in meetings. Use the goals and objectives throughout the year.

### **HELPFUL HINTS**

- Have constructive free time. Plan recreation on site for people to stay together.
- Allow other members of the group to plan retreat agenda items.
- Delegate tasks to group members during the retreat to encourage ownership.
- Creative planning for the location, the events, and the people can be crucial.