

Retreat Planning: (Meeting # 1)

Questions and Proposed Agenda Items for Retreat Planning Meeting(s)

- Introductions of facilitator(s) and others involved in planning the retreat
 - Explanation of, and adjustments to, this retreat planning agenda
1. What are the goals/objectives of the retreat?
 - What opportunities and problems exist that make people want to meet now?
 - What does the group need to accomplish to make the retreat a success?
 - How will we determine what the entire group needs?
 - How important is getting pre-retreat input from everyone that will meet?
 2. Who will attend the retreat?
 - Who needs to attend the retreat in order for the group to have all the relevant information and support it needs to achieve its' objectives?
 - How well do members of the group know each other?
 - Are the goals/objectives of the retreat aligned with the people that will be at the meeting?
 - Will the absence of some people make parts of the agenda impossible to proceed with? Who are they?
 - What preparation and preparation time is needed in order for group members to use the retreat time effectively and efficiently?
 3. What will be the general retreat agenda and schedule?
 - What topics will the group discuss and how long will each take?
 - What will the beginning and end times for each day look like?
 - Are there other scheduled events during the retreat that we need to understand and work with?
 - What are the logistics of the retreat space? Is this space ideal given all factors?
 - Under what conditions will we agree to reschedule the retreat?
 4. Are there past meeting agendas for this group that can be learned from?
 - What worked and what didn't work? Why?
 - Are there hot button issues that need to be taken into consideration?
 - Are there any individuals that need special attention?
 5. What will be the facilitator's role?
 - What will be the role of others in the planning stages and at the retreat?
 - Will any members of the group play special roles at the retreat?
 - Are there special actions the facilitator should take prior to the meeting?
 6. What are the next steps in this planning process?

