

Organizational Retreat

Why should your organization have a retreat/workshop?

Organization retreats and workshops enable student organizations to briefly get away from the distractions of work and school to focus on the needs of the organization and the needs of the individual members of the organization. Planning for the future will enable an organization to operate more efficiently. By setting goals and planning together, members of an organization can operate more effectively as a team.

Establish the purpose for your retreat

- *Team Building Skills
- *Training
- *Communication
- *Goal Setting
- *Problem Solving
- *Planning
- *Learning
- *Orientation
- *Socializing
- *Transition
- *Revitalization
- *Conflict Resolution

Determine whom the retreat is for

- *Executive Board
- *New Officers
- *All Organization Members

Selecting a facility

- * On campus or Off campus
- * Convenience vs. isolation
- * Some inexpensive alternatives include Comstock Memorial Union, Weld Hall, or The Center for the Arts
- * When looking for an off campus retreat location, consider nearby summer camps. They often charge cheap rates in the off season.
- * Be sure to check availability, accessibility and accommodation.
- * Don't forget about costs and contacts.

Transportation

If your event is off campus, members should be provided with adequate and safe transportation.

Food and drink

Before deciding on a menu, consider cost, cooking facilities, preparation and clean up. Try cooking together. It makes a great team building activity. If you are on a tight budget, consider a potluck.

Selecting the best format

Workshops presented by an "expert": advertising, program planning, public speaking, fundraising, etc.

Experiential exercises: team building, brainstorming, communication skills, ropes course, etc.

Recreational exercises: skiing, hiking, canoeing, biking, etc.

Planning the retreat

Have members sign up to participate on committees. Remember that people support what they help to create. Suggested committees include:

- *Transportation
- *Food/Drink
- *Lodging
- *Recreation
- *Programming
- *Clean-up

Evaluating your retreat

- * Evaluation forms. Ask members what they thought of the experience. What would they change? What would they keep the same?
- * Ask the presenters what they thought of the experience. What could have made it better?

