

Corporate retreats can be one of the best ways to advance your company while improving corporate culture.

Unfortunately, they can be overwhelming and tiresome for those involved in the planning. Let's face it, corporate retreats can be a real hassle. If you don't do it right, they can result in a huge morale kill.

This checklist is designed to provide you clarity in your planning efforts, from determining success criteria to identifying speakers to arranging outdoor activities. Not only will it help you plan, it will keep you focused as your corporate retreat is happening.

NOW LET'S GET PLANNING!



1401 Olive Road, New Haven, MO 63068

PRESENTED BY:
CEDARCREEKCENTER.COM



WHAT

GOALS

- | | |
|---|---|
| <input type="checkbox"/> Inform staff | <input type="checkbox"/> Employee introductions |
| <input type="checkbox"/> Motivate staff | <input type="checkbox"/> Build relationships |
| <input type="checkbox"/> Set goals | <input type="checkbox"/> Have fun |
| <input type="checkbox"/> Build morale | |
| <input type="checkbox"/> Evaluate goals | |

SUCCESS CRITERIA

- ☐ Increased collaboration
- ☐ Before & after observations
- ☐ Employee interviews
- ☐ Employee surveys

ICE BREAKERS

- ☐ Open-ended questions
- ☐ Follow-up questions
- ☐ Arguments
- ☐ Professional facilitation

OUTDOOR ACTIVITIES

- | | |
|--|--|
| <input type="checkbox"/> Confidence course | <input type="checkbox"/> Pool time |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Hiking and biking |

INDOOR ACTIVITIES

- | | |
|---|---|
| <input type="checkbox"/> Back drawings | <input type="checkbox"/> Stereotype parties |
| <input type="checkbox"/> Survival scenarios | <input type="checkbox"/> Human springs |

ACTIVITY OUTCOMES

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Teamwork | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Overcome obstacles |
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Supporting others |

EQUIPMENT

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Audio/visual | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Projector & screen | <input type="checkbox"/> Lighting |

BUDGET

- | | |
|--|---|
| <input type="checkbox"/> \$500 - \$2000 | <input type="checkbox"/> \$6000 - \$10000 |
| <input type="checkbox"/> \$2000 - \$6000 | <input type="checkbox"/> \$10000 + |

WHO

ATTENDEES

- | | |
|--|--|
| <input type="checkbox"/> Board members | <input type="checkbox"/> Part-time staff members |
| <input type="checkbox"/> Executives | <input type="checkbox"/> Non-key personnel |
| <input type="checkbox"/> Management | |
| <input type="checkbox"/> Full-time staff members | |

SPEAKERS

- | | |
|--|---|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Motivational speaker |
| <input type="checkbox"/> Keynote speaker | <input type="checkbox"/> News anchor |

FACILITATORS

- | | |
|------------------------------------|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Department head |
| <input type="checkbox"/> HR | <input type="checkbox"/> Contractor |

CATERERS

- | | |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Onsite | <input type="checkbox"/> In-house |
| <input type="checkbox"/> Offsite | |

EQUIPMENT PROVIDERS

- | | |
|--|--|
| <input type="checkbox"/> In-house IT staff | <input type="checkbox"/> Meeting planner |
| <input type="checkbox"/> Meeting facility | <input type="checkbox"/> Outside company |

EQUIPMENT OPERATORS

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Speaker | <input type="checkbox"/> Meeting Planner |
| <input type="checkbox"/> IT Staff | <input type="checkbox"/> Meeting Leader |

WHEN

SEASON

- | | |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> Spring | <input type="checkbox"/> Fall |
| <input type="checkbox"/> Summer | <input type="checkbox"/> Winter |

WHERE

RETREAT LOCATION

- | | |
|---|---|
| <input type="checkbox"/> Conference room | <input type="checkbox"/> Team building center |
| <input type="checkbox"/> Ballroom | <input type="checkbox"/> Overnight facility |
| <input type="checkbox"/> Party/event facility | |
| <input type="checkbox"/> Amusement/water park | |

HOW

RETREAT FREQUENCY

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Annual | <input type="checkbox"/> Tri-annual |
| <input type="checkbox"/> Bi-annual | |

RETREAT LENGTH

- | | |
|---|--|
| <input type="checkbox"/> One afternoon | <input type="checkbox"/> Two full days and one night |
| <input type="checkbox"/> One full day | |
| <input type="checkbox"/> One full day and night | |

ROOM LAYOUT

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Theater | <input type="checkbox"/> Corporate |
| <input type="checkbox"/> Herringbone | <input type="checkbox"/> Rounds |
| <input type="checkbox"/> U-shape | <input type="checkbox"/> Classroom |