Group retreats can be very special times in organizational life. When well conducted, they afford a group a particular opportunity to reconnect to the vision, values and goals of the organization. They allow a group time to process issues, problem solve, and/or strategize about new opportunities or ways of working together. They can supply a jump-start for a team or group that is otherwise in the throes of “day-in-and-day-out” operations.

Unfortunately, many retreats are not well planned, and participants come away with a sense of disappointment at opportunities lost and frustration about the “to-do list” that has grown during their absence.

At Cabrillo Corporate Training, we are experts in planning and facilitating meaningful retreats. We know that retreats represent rare and special time, and we help you make the most of that time by planning the time carefully, designing a retreat that brings your group together and helps the group get things done, and by providing expert facilitation so that you can participate along side other group members and receive the full benefit of the process at hand.

A well-planned retreat should entail...

- A strong agenda that allows people to get connected, focus on an issue, and see it through.
- An outside facilitator who understands the needs and culture of the work group and allows all members of the team to participate.
- Time for some personal connection- since this can be rare in our hustle and bustle work places.
- Resolution of an issue or a challenge, leading to an action plan so that participants come away feeling empowered to do something differently.

While every retreat is custom designed, many groups start with one of the following retreat themes...

**Goal Setting or Annual Strategic Planning Process** – 1 day- (assumes that you have a current annual plan)
In this 1-day retreat, a group will revisit their annual plan, reviewing what went well and what did not and why. Then they will develop goals for the next year, complete with major milestones and deliverables, and identify success criteria and leadership for each
aspect of the plan. The group will also evaluate outside forces and strategic direction, to ensure that goals and plans are still relevant.

**Values Clarification and Organizational Culture – 1 day**
In this 1-day workshop, a group clarifies it’s implicit and explicit values and defines how they “show-up” in behaviors and behavioral expectations. The group also develops systems for reinforcing the right values, and makes a plan to be purposeful about building the right organizational culture.

**Teambuilding – 1 day**
Much of our work today is the result of teamwork, and periodic “tune-ups” are necessary to keep everything running smoothly. Our teambuilding retreats focus on fun and understanding, and often include some kind of work style, personality type, or team assessment (like the DISC, MBTI, 5 Dysfunctions, or Team Trust assessment). Working from the results of these assessments, team members learn to understand one another more clearly, appreciate similarities and differences, and leverage complimentary strengths to get things done.

**Building a Positive Workplace – 1-day**
We believe that work can and should be fulfilling, rewarding and a positive experience for each person. And yet, it is all too often a place of stress, anxiety and strained relationships. In our 1-day *Building a Positive Workplace* retreat, participants will learn and practice foundational skills for building emotional awareness, managing personal stress triggers, working better together and creating a workplace where each person feels fulfilled and appreciated.

**Annual SWOT Analysis – 1 day**
Once a year, it is important for a group to evaluate its strengths in relationship to current challenges. A retreat is the perfect place to do this kind of reflective work. With or without Gallup’s StrengthsFinder, teams will evaluate their strengths and weaknesses and will discuss new opportunities and potential threats. This analysis will lead into some action planning, in which the group identifies the most important goals and activities for the year.

To discuss your needs and challenges, and to plan a meaningful retreat for year-end or new-beginnings, please call Claire Laughlin at 831-662-8138.

Sincerely,

Claire Laughlin
Director, Cabrillo Corporate Training