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Two-Day Offsite Agenda Sample

Offsite Goals:

1. To identify Hot Issues and develop strong actions plans with timelines and accountability
2. To align team members' 90-day goals, roles and responsibilities and actions to achieve key objectives / organizational goals
3. To develop a high performing team that exemplifies the values of **Risk Taking** and **Open & Courageous Communication**

Organizational Goals:

1. --
2. --
3. --

Leader(s):

Strategic Advisor(s):

Participants:

Pairs:

Deliverables:

- Top 3 Hot Issues, with recommendations from each individual.
- Individual 90-day roles/goals
- Feedback for each team member



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Day I Agenda

Day/Date:

- 2:00 PM Arrival
- 12:30 PM Welcome - Leader Opening: "Why are we here?"
• Organizational goals and level set (current state of operations) discussion
- 1:00 PM Challenge Course High Element - introduce GRPI
- 2:30 PM Group Debrief – Utilizing the GRPI process tool
- 3:00 PM Move to meeting space - Top 3 Hot Issues – Identifying the issues occurs in a three-step process.
 1. Pair identification of Hot Issues – recorded on flip charts
 2. Pair presentation
 3. Nominal process to eliminate duplicates and establish group consensus on the top 3-5 issues.
- 5:00 PM End
- 5:30 PM Team prepares dinner
- 6:15 PM Dinner
- 7:00 PM Team Evening Assignment
• Identify top 3 actions to address each Hot Issue.
• Record on flip charts and assign specific responsibilities with a timeline (What, Who, When).



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Day 2 Agenda

Day/Date:

All overnight bags packed

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|----------|--|
| 8:30 AM | Reflections in meeting space |
| 9:30 AM | Report out on top 3 actions in Pairs |
| 10:15 AM | Break |
| 10:30 AM | Team Feedback <ul style="list-style-type: none">• Pairs discussion• Feedback exchange |
| 12:00 PM | Lunch |
| 1:00 PM | Team Role/Goal Alignment |
| 2:30 PM | Break |
| 2:45 PM | Individual Learnings & Closing |
| 3:00 PM | Departure |