

## Helpful Hints

- Make it a change of pace: a schedule and place outside of the normal routine. Limit phones, TV, etc. so the focus is on the group and the retreat, not the usual outside distractions!
- Meals: divide the group into three teams, with alternating duties: one team cooks, one team cleans, one team rests.
- Group Activities: give everyone a job or something to present during the retreat, involve them in goal setting or brainstorming.
- Keep their interest, vary types of presentations to prevent boredom.
- Make a Checklist of what to bring: previous minutes, agendas, schedules, job descriptions, constitution.

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# How to Plan a Retreat/ Training Program

*What is it?  
People, place, time, and  
outcomes*



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## Outcomes

Begin...with the end!

What do you hope to accomplish with this training? Establish “learning outcomes” and let that steer your process, topics, presenters and locations.

Example: At the end of this program, participants will be able to:

- Design an agenda
- Plan a meeting
- Explain parliamentary procedure
- Know the history of our organization
- Understand their role
- Understand teamwork
- Understand our policies and procedures

*You get the idea...*

## People

Determine who should be there: new officers, retiring officers, members, committee chairs, whoever is important to the outcomes  
Include types of presenters in the outcomes:  
Independent facilitator? Outgoing officers?  
Advisor? Faculty? Other student leaders?

## Place

Think about your outcomes: what kind of place will allow that to happen or will contribute to the outcomes. The types of places are endless: a borrowed house/ cabin, meeting room, state park, on campus facility, etc.

## Time

Make sure you have the right amount of it. Too little time leaves participants feeling rushed. Too much time allows drifting.

## Schedule

Half day? Full day? Weekend? Again, look at your outcomes and schedule accordingly. Keep it tight with few breaks for larger groups, to avoid losing group members during the breaks.

