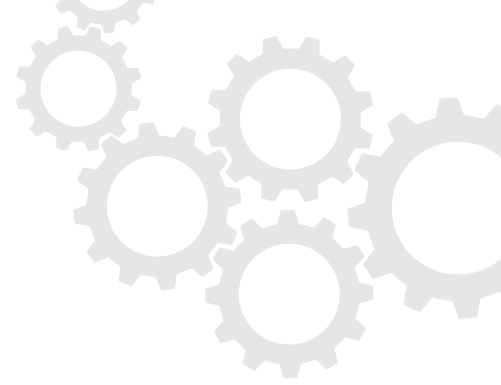




What to consider before preparing for a workshop or offsite

When preparing for a workshop or offsite, it is important to define what you hope to achieve. Considering these **ten questions** will enable your team to have a shared understanding of the objectives and assist your team in working towards them.

	In relation to the event/ workshop:	Example
1	What are your objectives for the event/workshop?	<ul style="list-style-type: none"> • Create an engaging and compelling new mission and 5-year vision for our organisation • Clarify five year goals and corresponding strategic initiatives • Align the senior management team and its work with the new vision and goals • Identify two to three big growth ideas for our organisation • Involve leaders in developing our business plan for the next planning period • Refresh and confirm the environmental forces impacting our organisation • Review our performance in the previous financial year • Review our decision-making framework and develop and prioritise strategic initiatives
2	What are the deliverables for the workshop/offsite?	<ul style="list-style-type: none"> • An outline of a strategic plan that is supported by staff, including a statement of purpose and clear strategic objectives for the organisation • Agreed list of potential merger candidates and a calendar of activities to advance discussions with candidates over the next six months
3	How will you know when you are successful?	<ul style="list-style-type: none"> • Unsolicited feedback from staff that their contributions have been considered
4	Who are the participants and how many will be attending? What are their wants and needs?	<ul style="list-style-type: none"> • Board members • Executive team • Project team • Staff • Feeling anxious about change but enthusiastic about the opportunity to contribute to strategic decision making
5	Are there any process issues that are important to you?	<ul style="list-style-type: none"> • We want to have all discussions in a large group – no break-outs • We want long breaks between sessions to promote reflection • We want to use digital technologies to increase participant engagement
6	What is in scope/out of scope for the workshop/offsite?	<ul style="list-style-type: none"> • In scope: the event, strategic plan including mission and goals • Out of scope: detailed discussion on measurement and resourcing



7	What are the key dates?	<ul style="list-style-type: none"> Kick-off meeting with project team: <date> Workshop date: <date> Board member pre workshop Interviews: to be completed by <date>
8	Who will be on the client project team?	<ul style="list-style-type: none"> CEO, CEO's personal assistant, two members of the executive team and Strategic Facilitators
9	What type of venue will help you to achieve your desired outcomes?	<ul style="list-style-type: none"> An overnight venue with a room that has capacity for 45 people A venue with multiple break-out rooms
10	What will happen after the workshop?	<ul style="list-style-type: none"> A small internal team will develop and draft the strategic plan We will re-engage with the participants in a month to review progress against actions

The information contained in this website is indicative and for general information purposes only.

want to know more?

For full advice on running a workshop or offsite that will suit your individual requirements please contact:

Strategic Facilitators +61 3 9428 8817

info@strategicfacilitators.com.au