Planning and Conducting Retreats

Objectives:

- To provide lion leaders with information about retreats
- To provide lion leaders with a sample agenda, and suggestions for the retreats

Organization:

This document is organized into several sub-topics. For each sub-topic there is an overview explaining the sub-topic in some detail.

Overview:

The purpose of a retreat is to address concerns and overcome obstacles that cannot be successfully discussed or solved at regular meetings. Overall a retreat should become a positive experience for all participants. All identified problem areas and the overall health of a district, zone, or club can be deliberated in a neutral setting without interference of regular business matters. Regardless of all specified items on the agenda, several objectives are always present and should be addressed. The following section highlights general goals of a retreat.

1. Goals of a Retreat:

- To improve the group's atmosphere, operation, projects, membership, leadership growth, attendance, self image, pride and increase involvement of members
- To allow all members who attend the retreat to make input
- To improve and establish open and honest communication between Lions
- To develop better personal relationships with all participants
- To build unity and improve ethics and principals of Lionism
- To reach agreement on district, zone, or club matters
- To identify goals and develop plans for timely accomplishment
- To consider approaches to increase membership

Sub-topics:

- 1. Retreat Logistics
- 2. Retreat Coordinator
- 3. Retreat Facilitator
- 4. Session Agenda
- 5. Sample Registration Flyer

Common Questions Related to the Topic:

- How long should a retreat be?
- How many participants should a retreat have?
- What activities should be done at the retreat?
- Who should be invited?

Retreat Logistics

To have a successful retreat there must be proper organization and planning. This sub-topic lists the key areas that need to be addressed when planning a retreat.

•	 □ The number of participants should range between 20- 40 lions □ Only members should be in attendance
•	 Registration □ To ensure accurate planning participants should be required to register for the retreat a few days prior to the retreat □ The participants should provide one positive and one negative aspect of the district, zone, or club, when they turn in their registration form for the retreat
•	 Action Plans □ Participants will be asked to form an action plan during the retreat □ After the retreat these actions plans will need to be approved and have periodic progress checks □ Prior to the retreat, there should be a plan for where and when these action plans will be reviewed □ This follow-up plan should be shared with the participants at the retreat
•	 Location and Materials □ Ideally retreats should be conducted in a location that groups do not usually meet. (Hotels, resorts, and conference centers located in a quiet setting are often good places to use) □ Ensure that the meeting room has the following materials: ○ Flip charts, with lots of markers ○ Colored markers ○ Easel ○ Masking tape ○ Chairs and tables arranged so that everyone can see ○ The ability to bring food/beverages into the room □ Casual dress is recommended
•	Plan for a catered lunch ☐ Ensure that food and beverages are allowed in the meeting room ☐ Plan for something easy to eat as it is a working lunch

Retreat Coordinator

The coordinator is the key to a smooth retreat

•	Prin	nary responsibilities include:
		Arranging the meeting site rental
		Arranging transportation for the group (if necessary)

_ _ _	Arranging meals and snacks to be provided Preparing all the materials needed (paper, pens, etc.) Communicating locations, time, and directions to all participants Collect and organize the "Pros and Cons" on the registration form
Retrea • A f • A f • A f	t Facilitator acilitator should be selected several weeks prior to the retreat acilitator should possess the following characteristics: Be unrelated and unbiased to the group at the retreat Be respected by the participants Be a good communicator Be diplomatic acilitator does the following: Sets a positive tone for sessions Starts and ends the retreat on time Encourages participation from everyone in the groups Ensures that everyone is actively participating – not dominating
A retreat sl below is a activity:	n Agenda (for 1 day retreat) hould be held on a non-working day and be 6 or 7 working hours in length. Listed sample itinerary with the estimated amount of time that should be spent on each
Morning r	
 Tha Exp Dis Exp Wh 	marks
	ax the participants with a fun activity which requires everyone to participate
• Op	and Clarify Negative Points

	Ask for a volunteer to explain one of the points When everyone understands all of the points, begin to prioritize them Ask the participants which points are the most important Determine the top five problems with the participants
	 Option 2: If negative aspects were not submitted with the registration form Call on each participant to "stand" and use one word to describe a negative aspect of the group After everyone has stated their word, have each person explain why they stated that negative word When everyone understands all of the points, begin to prioritize them Ask the participants which points are the most important Determine the top five problems with the participants
• H • 7	As the participants number off by five Tell the participants who called "one" to go to a certain table To the same with the other numbers with the other
• I	the Problem/Solution in Small Groups
• I	Presentation
• I	Tation of Solutions for the Negative Problem30 minutes Have each small group present their action plan to the other groups Encourage applause and praise for each group
	Break Divide the Group into different groups of four to six people Allow time for informal conversations within the groups
After	noon
• (Ask the participants which points are the most important

• Option 2: If positive aspects were not submitted with the registration form ☐ Call on each participant to "stand" and use one word to describe a positive aspect of
the group
☐ After everyone has stated their word, have each person explain why they stated that positive word
☐ When everyone understands all of the points, begin to prioritize them
☐ Ask the participants which points are the most important
☐ Determine the top five attributes with the participants
Divide into 5 Different Small Groups 5 minutes
Have the participants number off by five
 Tell the participants who called "one" to go to a certain table
 Do the same with the other numbers
• Give each group a one of the five positive aspects
Discuss Positive Aspect/Develop an Action Plan/Prepare Presentation45 minutes
 Have each small group discuss and define the attribute in detail
 Have each group develop an Action Plan on how to promote the attribute
Presentation of the Positive Points30 minutes
 Have each small group present their action plan to the other groups
• Encourage applause and praise for each group
Closing
Closing
 Thank everyone for participating in the retreat

- - Explain how the ideas in the action plan will be used
 - Lead a cheer or activity to make sure everyone is excited about the results of the retreat and ready to make a difference

Registration Flyer

In order to order to encourage participation in the retreat, the retreat must be advertised. Naturally you will discuss the retreat at a group gathering, and we suggest following the discussion with a registration flyer mailed to all of the eligible participants.

The following two pages are a sample registration flyer for the retreat. They are meant to be printed on the front and back of one page and then fold the page in half.

Before you can use the flyer for your own retreat, it needs to be changed to incorporate your specific retreat information. Here are several steps that you need to do to use the registration flyers:

- Look at the flyer and decide how you will modify it
- Download the flyer from www.lionsclubs.org or re-create a similar document on your own computer
- Edit the flyer and fill in all of your retreat information
- Print, fold, and staple the flyers
- Mail the flyers to all of the eligible participants

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Retreat Information

Benefits:

- To improve the group's atmosphere, operation, projects, membership, leadership growth, attendance, self image, pride and increase involvement of members
- To allow all members who attend the retreat to make input
- To improve and establish open and honest communication between Lions
- To develop better personal relationships with all participants
- To build unity and improve ethics and principals of Lionism
- To reach agreement on district, zone, or club matters
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Date:			
Start/End Times:			
Cost: Lunch provided			
Coordinator: Name			
Phone No			

Registration Form:

Name
Address
Phone
Deadline:
Coordinator name:
Address:
List a positive aspect of the district/zone/club:
List a negative aspect of the district/zone/club:

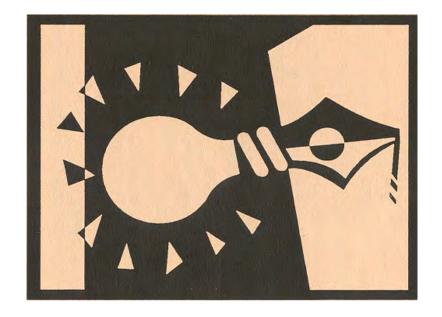
Fax to: xxx-xxx-xxxx

Location:

Dress: Casual

Directions:





From:	Place Postage Here
	Here

TO: ______