

# Team Building Planner

## NOTE:

Steps 1-3 should happen as soon as you begin thinking about the event or as soon as you are assigned this project. Trying to plan an event before you know what you're trying to accomplish is the #1 mistake most people make.

# 1



## GOALS & EXPECTATIONS

- Why are you having this event?
- What should the event accomplish?
- How would you define success?
- What do you NOT want it to be?
- Is there a similar event to model?

# 2



## DETAILS & LOGISTICS

- When will it be?
- Who will attend (and how many)?
- What is the budget?
- Is there a timeline for execution?
- What needs to be included?
- What is your role in the process?

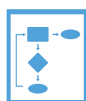
# 3



## VENUE & ACTIVITY REQUIREMENTS

- Should it be fun, business, or both (what ratio)?
- What are the tangible/expected outcomes?
- What business topics need to be included?
- What are your critical success factors?

# 4



## DESIGN & STAFFING

- Develop a rough agenda.
- Engage experts to manage the activity.
- Identify facilitators to manage the process.
- Use professional, competent, capable staff.
- Be prepared for the unexpected.

# 5



## FINAL PLAN

- Continue fine tuning your rough agenda.
- Address human needs (meals, breaks, etc).
- Address program needs (AV, handouts, etc).
- Address communication needs (who & when).
- Create the final agenda.



Finally, for any message to stick, it **MUST** be visible, reinforced, and valued!

Deliver a Great Program

