**ABC Inc. Strategic Planning Retreat**

**Facilitator’s Guide**

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| **Event:** ABC Inc.**Date: Thursday, June 25, 2017** **Time:** 8:30 a.m. – 5:00 p.m.**Facilitators:** Barbara, Rangineh and Sandra |
| **Global Focus Question:**  |
| **Retreat Objectives*** Participants feel connected as a group of people seeking to achieve a common goal.
* Participants experience and benefit from thinking outside of the box.
* Participants are able to look at their programmatic work from different levels and have a shared sense of success.
* Participants walk away understanding and feeling connected to the strategic plan and what will happen next.
* Have a solid 3-5 year strategic plan inclusive of all staff input.
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| **DAY 1: THURSDAY, JUNE 25, 2015** |
| **Timing** | **Activity** | **Purpose** | **Materials** | **Lead(s)** |
| 7:00 AM(60-90 min) | **Set-up Instructions*** Set up four sticky walls – two on white boards in main room and one between panels
* Ensure tables in each dot area (total of 10 tables in Main room and 5 tables in room 2)
* Center piece felt circle on each table (2-3 of each color in case we use to code groups at some point). Put a few toys and pipe cleaners at each circle plus 5 dark

markers * Supply table set-up toward front, to the side
* Refreshment table set-up @ back
* Set up registration table - Name tags with two different colored sticky dots for breaking into two groups throughout day. Plus a colored dot to represent their sub unit group
 | To make sure we are ready!! | * Sticky walls (4)
* Stick Spray
* Masking Tape
* Colored dots (4 different colors; 25 of each color)
* Toys/pipe cleaners/etc.
* Tablecloths
* Music
* Chimes
* Pens & Markers @ each table
* ½ sheets of white paper (25 per table)
 | Barbara Rangineh Sandra |
| 8:30 AM(10 min) | **Slide:** We encourage you to sit with people who are working in different sub divisions than your own. Try to have at least four different colored dots on your name tags.**Leader’s Welcome** * Opening words from President
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| **Global Focus Question:**  |
| **DAY 1: THURSDAY, JUNE 25, 2015** |
| **Timing** | **Activity** | **Purpose** | **Materials** | **Lead(s)** |
| 8:40 AM(5 min) | **Setting the Stage** * Introduction to Facilitation Team

Put our three names* Explain ToP Strategic Planning Model/Process, toys, etc.
* Review Day 1 Agenda & Objectives
* Global Focus Question (on F/C & PPT)
* Housekeeping (bathrooms, breaks, etc.)
 | To ground the group in what the two days will entail | * Projector
* Computer
* Screen
* **Slide**: ToP SP diagram
* **Slide**: Agenda
* **Slide**: Aims
* **F/C**: F/Q
 | Barbara |
| 8:45 AM(75 min) | **New Activity Here** |  |  |  |
| 10:00 AM(15 min) | **Break** * Tape all data horizontally and remove from sticky wall and place on adjacent wall
 |  | * Scotch tape
* Music
 | Fac Team |
| 10:15 AM(60 min) | **Critical Trends/Wave Analysis** **Talking Points** * Now we are grounded in what has occurred over the last 10 years in the Department and field, we are going to transition to looking at critical trends in the field of public health now
* The tool we’re going to use is called a ‘Wave Metaphor’ and it allows a group to examine the trends of the external environment surrounding a particular field. We have polled staff about this question as well and will incorporate their data in this exercise.
 | To explore critical trends in the field of public health  | * Sticky wall
* Sticky spray
* Masking tape
* 4 different colored ½ sheets of paper (10-15 sheets of each color)
* Green & Red Sticky Dots
* F/C Markers
* Masking
* Scotch tape
* Markers
 | Rangineh |