SUCCESSFUL STAFF RETREATS

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION STAFF

2015 NFHS SUMMER MEETING
WHAT IS A STAFF RETREAT AND WHAT IS THE VALUE?

• A STAFF RETREAT IS A MEETING DESIGNED AND ORGANIZED TO FACILITATE THE ABILITY OF A GROUP TO STEP BACK FROM THE DAY-TO-DAY ACTIVITIES FOR A PERIOD OF CONCENTRATED DISCUSSION, DIALOGUE, AND STRATEGIC THINKING ABOUT THE ASSOCIATION’S MISSION, POSITIVES OF THE YEAR, FUTURE GOALS AND/OR SPECIFIC ISSUES.

• A RETREAT CREATES AN OPPORTUNITY TO GENERATE CREATIVE SOLUTIONS TO ENTRENCHED PROBLEMS.

• IT CAN BE A TIME OF FOR RENEWAL, TEAMBUILDING, AND STAFF COLLABORATION
STAFF RETREATS = TEAM BUILDING

DEFINITION:

TEAM BUILDING IS AN ONGOING PROCESS THAT HELPS A WORK GROUP EVOLVE INTO A COHESIVE UNIT. THE TEAM MEMBERS NOT ONLY SHARE EXPECTATIONS FOR ACCOMPLISHING GROUP TASKS, BUT TRUST AND SUPPORT ONE ANOTHER AND RESPECT ONE ANOTHER'S INDIVIDUAL DIFFERENCES.
DESIGNING A SUCCESSFUL RETREAT

• LOCATION: AWAY FROM THE OFFICE

• AGENDA: EXECUTIVE DIRECTOR SETS/DISTRIBUTES THE TENTATIVE AGENDA. THEY SOLICIT INPUT/TOPICS FROM THE STAFF TO ADD OR DELETE FROM THE CONSTRUCT.

• FACILITATOR: BRING IN A THIRD-PARTY OR DELEGATE AGENDA ITEMS AMONGST STAFF

• TIMELINES: STAY COMMITTED TO YOUR TIME SCHEDULE

• ACTIVITY: PLAN A SOCIAL ACTIVITY TO END THE DAY
SUCCESSFUL TEAMS

- Successful teams are cohesive and work well together even if they don’t always agree on everything.

- Many people think that comradery and cohesiveness happens automatically. That is not true. You need to continually be aware and work on the process.

- Staff retreats allow you to get to know each other outside of the work atmosphere. Get away from the office. Sometimes the ride to the destination is where most bonding happens.
**NSAA Staff Retreat Agenda**

**Thursday, June 4th, 2015**

8:30-4:00pm  
Holiday Inn Downtown – Arbor Room

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:30-9:00am</td>
<td>Breakfast</td>
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<tr>
<td>9:00-9:15am</td>
<td>(Choose lunch on your provided menu) Then... Round Table Positives</td>
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<td>9:15-9:50am</td>
<td>All Staff Topics&lt;br&gt;1. Championship Programs (RBG)&lt;br&gt;2. Deadline Reminders/Group Emails, i.e. Entry Forms (RBG)&lt;br&gt;3. Intern Scheduling/Planning (Jeff)&lt;br&gt;4. Officials Classifications (Jon/Ashton)&lt;br&gt;5. Officials pay for post season, (Ron)&lt;br&gt;6. Written Process for board policy, “Personally Identifiable Information” (RBG/Megan)&lt;br&gt;7. Personal info Breach policy (Megan)&lt;br&gt;8. Calendar timelines (Cindy)</td>
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<td>9:50-10:00am</td>
<td>Break</td>
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<td>10:00-11:25am</td>
<td>Directors/Admins (Specific Agendas)</td>
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<td>11:30-12:30</td>
<td>Reconvene. Discuss conclusion from morning agenda.</td>
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<td>12:30-1:30</td>
<td>Lunch</td>
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<td>1:30-4:00</td>
<td>Staff Building Activity (surprise)</td>
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THINGS TO THINK ABOUT:

- Complacency is a disease that deteriorates the end result and becomes difficult to change or catch up once you recognize that it has set in.
- Put people together that don’t normally work together on a daily basis.
- Give opportunities for everyone to speak and give ideas
  - This allows the people that don’t normally give input an opportunity to talk and contribute
  - This way they feel a part of the process and are invested in the outcome
STAFF BIRTHDAY PARTIES
STAFF RETREAT MEETING
STAFF RETREAT
ACTIVITY
FAMILY CHRISTMAS EVENT
LUNCH COOKOUTS
WALK AT LUNCH DAY
GOLF OUTINGS

NSIAAA/NHOF

NCA

NFHS