

**STRATEGIC PLANNING PROCESS
CAMP TAWONGA
STAFF RETREAT (1/2 DAY - 4 HOURS)**

Consultant Introduction (5 mins.)

Introduction Exercise (20 mins.)

A “Get-To-Know-You” game designed to:

- Have fun/energize the group
- Establish this is as a “retreat” environment
- Make connections among the group that might not be known

Establishing Norms (15 mins.)

- All members have an equal voice in the process, no matter what their role at camp.
- We work by consensus (agreement that group can abide by; no voting)
- We play by “Win-Win”
- Honesty is Best Policy – be open, be honest, communicate with the group.
- More listening than talking
- Tawonga Ethics (review posted materials)

2020 Vision (30 mins.)

EP will lead the group through a series of exercises designed to “think big” about Camp Tawonga. Exercises are done individually, in small groups and in the large group.

Break (10 mins.)

“Mission Driven” (10 mins.)

EP will lead the group through an exercise designed to see if the mission statement still reflects the collective understanding of Camp Tawonga staff (to be revealed).

Staff Stuff (50 mins.)

EP will lead the group through active small and large group exercises that identifies key challenges, resources and opportunities that staff experience in their work with camp. We will specifically focus on idea generation that requires limited financial resources but may have high impact on output.

Break (10 mins.)

Bridging The Gap (40 mins.)

Using information from “Staff Stuff” session, the group will look at opportunities to implement ideas in both short and long term. We will discuss obstacles to success, needed resources and opportunities for immediate change.

Evaluation (15 mins.)

ALL information from the Staff Retreat (items listed on newsprint) will be compiled. The information will be shared at the Strategic Planning Committee Retreat (Board, Stakeholders, staff) at each point of the process. The Four Key Areas identified by the staff will be shared during the SP process and similarities/differences will be discussed. *Note: Staff who participate in both retreats can bring staff information to their discussion throughout. EP will be sure that all key elements are included in the SP Committee retreat.*

**STRATEGIC PLANNING RETREAT
STRATEGIC PLANNING COMMITTEE
FULL DAY (8 HOURS)**

Consultant Introduction (10 mins.)

Introduction Exercise (20 mins.)

A “Get-To-Know-You” game designed to:

- Have fun/energize the group
- Establish this as a “retreat” environment
- Make connections among the group that might not be known

Establishing Norms (15 mins.)

- All members have an equal voice in the process, no matter what their role at camp.
- We work by consensus (agreement that group can abide by; no voting)
- We play by “Win-Win”
- Honesty is Best Policy – be open, be honest, communicate with the group.
- More listening than talking
- Other group norms (as agreed by the group)

2020 Vision (45 mins.)

EP will lead the group through a series of exercises designed to “think big” about Camp Tawonga. Exercises are done individually, in small groups and in the large group.

Break (15 mins.)

“Mission Driven” (10 mins.)

EP will lead the group through an exercise designed to see if the mission statement still reflects the collective understanding of Camp Tawonga staff (to be revealed).

Note: If mission needs revision, this will require redirection of some areas. It will also require the establishment of a Mission Statement Task Force to undertake re-writing mission statement.

“Foundations in the Air” (45 mins.)

EP will help the group identify four key areas for focus.

11:45 - Lunch (45 mins.)

Current Conditions (45 mins.)

- EP Explains Process/Definitions
- Large Group - Examine the four key focus areas and identify the existing conditions in the organization for each of these areas.

Break (10 mins.)

“The World of True Imagination” (20 mins.)

EP will lead the group through a short exercise designed to “shake off” the *But We Can't Do That Blues*.

Critical Success Factors (60 mins.) – break in middle determined by groups

- EP Explains process/definitions (15 mins.)
- Break into Small Groups by Four Focus Areas (Note: Not all members of these groups are necessarily going to continue working in this group, but we will identify the Chair and Co-Chairs of these committees at this time).
- Identify critical success factors that will bridge Current Conditions to 2020 Vision.
- Large group sharing/discussion.

“Putting It Together” (30 mins.)

EP will lead group through an exercise that looks for contradictions in goals/CSF of each group.

Next Steps (45 mins.)

Break into Committees to establish Next Steps for their group, including:

- Information gathering (do we need to conduct a survey to acquire critical data?)
- Inclusion of additional people for committee work (staff, experts, etc.)
- Individual assignments (homework)
- Communication among committee (exchange information).
- Next meeting

Evaluation (15 mins.)

- Large group sharing regarding the retreat
- Distribution of individual evaluations

Adjourn – (5 mins.)