

Ei World Example Team Session Agenda (2.5 days) Based on Case 2 Executive Team Design of Annual Offsite

AGENDA

Day 1

10:00-1:00 Welcome & Operating Norms

Purpose: To make a strong start to the meeting and to encourage full ownership of the agenda in content, process and outcomes.

Overview:

- Vision for *Company*, and intro to meeting
- (Brief) intro to Facilitation team – Facilitators saying hello (very brief)
- How will *Company* benefit if we are operating as a High Performing Team?
- Meeting Norms What do you want to encourage and discourage
- Expression of personal goals for meeting and aspirations for *Company* (All)
- Brief introduction to Team Emotional Intelligence and Report outputs
- Walk through of Team Survey data
- Brief for afternoon activities

1:00-2:30 Lunch

2:30-6:00 Building the Foundations for Trust-Based Collective Problem-Solving

2:30-4:00 Pairs Work: Reflection on Self, and Preparation for Team Dialogue
4:00-6:00 Groups of 4: Preparation for Business Topics

Purpose: To meet in pairs, then in groups of 4, to discuss, problem-solve and prepare for later discussions, with support and facilitation by Ei World team.

EVENING

6:00-7:30 Team Dialogue (part 1)

Purpose: To have dialogue on priority topics for Company's functioning.

- (a) Welcoming back
Recap/adjust operating norms
- (b) Dialogue on topics emerging from Team Survey data

7:30-8:00 Break/Emails

8:00-10:30 Getting to Know You' (drinks, then relaxed dinner in private dining room)

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AGENDA - Day 2

Breakfast

8:30-10:30 Team Dialogue (part 2)

Main focus is working on team development areas emerging from the team survey data.

Purpose: To take action on team development areas, appropriate focus and process will be worked out at end of Day 1 by Facilitators, once priority areas of team dialogue are expressed on the previous day.

10:30-11:00 Break

11:00-12:30 Topic 1: Strategy Topic to meet Company requirements

12:30-2:00 Lunch

2:00-3:30 Topic 2: Strategy Topic to meet Company requirements

3:30-4:00 Break

4:00-6:00 Topic 3: Strategy Topic to meet Company requirements

6:00-7:30 Break

7:30-10:00 Relaxed Dinner (out) & light-hearted game

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AGENDA - Day 3

Day 3

Breakfast

8:30-9:00 **Brief Review of Operating Norms**

09:00-11:00 **Topic 4: Strategy Topic to meet Company requirements**

11:00-11:30 **Break**

11:30-1:00 **Topic 5: Strategy Topic to meet Company requirements**

1:00-2:00 **Lunch**

2:00-3:00 **Review of Meeting and all decisions made**

Decisions on Team Operating Norms going forwards

Review of hopes expressed on Day 1

3:00 **Close**