

# 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

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##### 7:30-8:00 Break/Emails

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##### 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*

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|--------------------|---|
| <b>8:30-9:00</b>   | <b>Brief Review of Operating Norms</b>                      |
| <b>09:00-11:00</b> | <b>Topic 4: Strategy Topic to meet Company requirements</b> |
| <b>11:00-11:30</b> | <b>Break</b>  |
| <b>11:30-1:00</b>  | <b>Topic 5: Strategy Topic to meet Company requirements</b> |
| <b>1:00-2:00</b>   | <b>Lunch</b>  |
| <b>2:00-3:00</b>   | <b>Review of Meeting and all decisions made</b>             |
|                    | <b>Decisions on Team Operating Norms going forwards</b>     |
|                    | <b>Review of hopes expressed on Day 1</b>                   |
| <b>3:00</b>        | <b>Close</b>  |