

The Retreat Steering Committee Charter

Initial Concerns and Questions

1. What is our clear objective for the retreat?
How does this also convey what we are NOT trying to accomplish?
What is practical and do-able for us to achieve during this 2 day retreat?
What are the departmental priorities?
2. What are the 'elephants in the room'?
How do we deal with them?
What is and is not appropriate to bring up at the retreat?
3. How can we manage staff expectations setting the stage for realistic work and outcomes?
Some staff have the idea (not good or bad) that a large restructuring of the department is what is needed. What are other ways to address their concerns?
3. How should the Steering Committee function?
What is it's role in representing the entire Department?
How should we communicate back to rest of Department?
4. How should we form the agenda based on comments already collated?
How do we manage expectations ensuring that the agenda is manageable given our time constraints?
5. How can we set the retreat climate so that staff are comfortable to participate?
What are the groundrules for the retreat?
Although some of this might be in the groundrules, what are other suggestions on how we can achieve this?