

Top tips for planning a leadership team awayday.

Here are my four Ps and top tips...

1. Purpose

Decide what it's for – is it teambuilding, strategy, or thinking about the future? How do you want the team to feel about the day afterwards? Plan the structure of the day to include exercises that help generative thinking if it's a strategy day and/or fun exercises if it's a team building day. It's an awayday so it shouldn't feel like a 'normal' office meeting.

Tip: Not everyone wants to play games or abseil down cliffs.

2. People

Who should go or be involved? Think about the team dynamic on the day. Include time for people to work on their own/in pairs as not everyone feels comfortable sharing with a group. Allow time for reflection throughout the day and especially at the end. Don't forget to talk to people who aren't invited but may have something to contribute in advance or need to know why they have been left out.

Tip: Give everyone a voice.

3. Place

What does 'away' mean? Probably not a windowless hotel meeting room down the road from your office. If you want creative ideas, then the space needs to encourage that. Try and be outside for some of it, at least a walk whether in the city or in nature. It helps to break up the day and is good for thinking and team bonding.

Tip: The space is key to the success of your day, don't make it simply an admin job.

4. Preparation

Get a date in early and send details well in advance with the practical information, objectives of the day and some questions that will help start thinking before the day. Don't worry too much about getting the answers in advance, it's as much for them as for you. Can you or someone in the business run the day or do you need an outside facilitator? Ask around or email louisa@otherboard.co.uk for ideas. Speak to peers about days that they have been to or run. What worked well/not so well?

Tip: Keep the day super structured but hold lightly to the agenda and have flexibility to follow what the team needs.