

Board retreat agenda template

Board retreat agenda sample

DAY 1			
Time allocation	Activity	Description	Items
9:00 AM	Welcome and introductions	Icebreaker activity to encourage interaction and set a positive tone.	Icebreaker materials, name tags
9:20 AM	Review of goals and agenda	Briefly go over retreat goals, key topics, and expectations.	Agenda copies, presentation materials
9:45 AM	Facilitated discussion: Key Topic 1	Interactive session with expert facilitator, breakout groups, and report back.	Whiteboards, markers, discussion prompts, pre-reading materials
11:15 AM	Break (coffee and networking)	Refreshments and informal interaction to foster connections.	Coffee, snacks, networking prompts
12:00 PM	Lunch	Catered lunch or group outings to a local restaurant.	None
1:15 PM	Team-building activity (optional)	Collaborative activity to enhance communication, problem-solving, and trust.	Activity-specific materials and instructions
2:15 PM	Facilitated discussion: Key Topic 2	Interactive session with expert facilitator, breakout groups, and report back.	Whiteboards, markers, discussion prompts, pre-reading materials
3:45 PM	Networking Reception (optional)	Casual gathering with drinks and appetizers to unwind and connect socially.	Drinks, snacks, music

DAY 3			
Time allocation	Activity	Description	Items
9:00 AM	Recap and brainstorming session	Briefly summarize key takeaways from Day 1 and transition to an open brainstorming session.	Flipcharts, markers, sticky notes
10:30 AM	Break (coffee and networking)	Refreshments and informal interaction to refocus and connect.	Coffee, snacks, networking prompts
11:00 AM	Action planning and next steps	Develop concrete action plans with assigned responsibilities and deadlines for achieving goals.	Agenda copies, whiteboards, markers, action planning template
12:30 PM	Lunch	Catered lunch or group outings to a local restaurant.	None
1:30 PM	Closing remarks and evaluation	Share concluding thoughts, gather feedback, and express appreciation.	Feedback forms, evaluation survey
2:00 PM	Departure and follow-up	Share post-retreat resources and ensure clear communication on the next steps.	Post-retreat materials, action plan document
Additional resources to consider:	<ol style="list-style-type: none"> 1. Board Retreat Guidebook: https://www.joangarry.com/board-retreat/ 2. Articles on retreat planning: https://www.monikerpartners.com/blog/corporate-retreat-schedule-template-examples 3. Retreat planning services: https://thevargagroup.com/retreat-facilitation/ 		

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