



## READ THIS BEFORE EDITING YOUR RETREATWELL™ MATERIALS

Welcome to RetreatWell™. Board retreats are a great way for trustees to brainstorm ideas about the organization's future, strengthen their understanding of the organization's challenges, and develop a sense of teamwork and camaraderie. The materials included in RetreatWell™ will help your board ensure that its retreat is a valuable use of leadership time and resources, with meaningful outcomes.

### **What's Included in RetreatWell™**

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In addition to this "Read This Before Using RetreatWell™" document, RetreatWell™ includes the following:

- Retreat Planner – The retreat planner is an overview and project planning document you should complete at the beginning of the retreat planning process. It includes a summary of the materials that will be prepared in advance of the retreat, a draft agenda, retreat logistics, retreat meeting room set-up, and work plan complete with roles and responsibilities. Gathering all of the relevant information in one document helps set the stage for effective, well-organized retreat planning and ultimately a successful board retreat.
- Pre-Retreat Strategic Planning Survey – Conducting a survey in advance of the board retreat can stimulate board members' and senior leaders' thinking in advance of the retreat, as well as provide initial information about board and senior leadership perspectives and ideas that can help shape the agenda and break-out discussion questions. This document includes:
  - A sample letter to be sent with the survey
  - Suggested survey questions, by category. The survey questions can be entered into an online survey tool, such as Survey Monkey, or printed from the Word Document and manually tabulated.
  - Not all questions need to be included in a pre-retreat survey. The sample survey includes a wide range of questions so that you can select the questions that are most relevant to your organization.
- Sample of Strategic Assessment and Chartbook – The sample Strategic Assessment and Chartbook provides an overview of the typical information you may want to collect and provide to retreat attendees in advance of the retreat. Keeping all the information in one document, whether it is distributed as a hard copy or an electronic document, helps reduce confusion and ensures that board members have all the relevant information needed for evidence-based discussions and decision-making.

- Retreat Agenda – The Retreat Agenda is a customizable, one-page document that itemizes the agenda for the retreat. The document may be modified for your specific retreat agenda, including changing colors, adding your logo, and indicating any theme or mission you would like to include at the top.
- Name Tents – A separate name tent should be completed for each individual retreat attendee. When printed on cardstock paper, the name tents can be folded in half above the blue bar, so that the first name and full name shows to retreat participants, while the back side faces each retreat attendee.
  - The name tents document includes ten sample name tents. If you need additional name tents, simply copy and paste the last page to create as many additional pages as needed.
- Retreat Breakout Group Guide – Breakout groups are a good way to tackle several in-depth questions at the same time. Typically, break-out groups include a facilitator (a board member), a scribe (an executive), and several additional board members. Depending on the retreat, breakout groups may also include additional staff members. The breakout group guide includes:
  - An overview of the breakout group format and objectives
  - Breakout group assignments
  - Potential breakout group discussion questions. These questions should be modified based on the retreat agenda and any pre-retreat information gathering. The group discussion guides should be printed and used as a handout in each breakout group at the retreat.
- Additional Retreat Breakout Group Questions – In addition to the example questions included in the Retreat Breakout Group Guide, this document offers additional breakout group discussion questions for your consideration.
- Shaping the Hospital Future PowerPoint – This PowerPoint provides a starting point for a retreat presentation. It may be modified with your colors and logos, and the content adjusted to match your retreat agenda and pre-retreat information gathering. The current information is based on sample data from pre-retreat information gathering, and should not be used as actual data and information in your presentation.
- Retreat Evaluation – Every retreat should end with a retreat evaluation. The evaluation should typically take less than five minutes, and include a combination of ranking and ratings as well as an opportunity for open-ended feedback. The retreat evaluation should be completed on-site before attendees leave the retreat, and the results should be compiled and reported back to the full board in the board retreat summary report.
- Example of a Board Retreat Summary Report – Following the board retreat, a summary report should be developed that provides an overview of the retreat discussion, decisions made, and next steps. Summary reports help to inform any board members who may have missed the retreat as well as providing a useful future reference when developing action or implementation plans. The summary report should also include the retreat evaluation reports. This sample document provides an example of what a board retreat summary report may look like.
- BoardBrief - Maximize the Value of Your Board Retreat – This BoardBrief provides board-level perspectives for maximizing retreat success, including ideas for leveraging the materials included in RetreatWell™.

## **For Additional Assistance**

If you have questions or need information, please contact us by calling (503) 694-8539 or by sending an e-mail to [larry@governwell.net](mailto:larry@governwell.net). Please visit our website, [www.governwell.net](http://www.governwell.net), for information about other governance-building services and products. GovernWell™ is a Walker Company Healthcare Consulting service.

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