



## Working Effectively with a Retreat Facilitator

### ➤ **Retreat Location**

*(This information needs to be communicated to your facilitator and **Forum Resources Network** as soon as the arrangements are made in order for him/her to make the most cost-effective travel plans.*

1. Distance from airport – will a rental car be needed?
2. Directions to location
3. Overnight accommodations – it is best if you can make the reservation for the trainer to ensure the maximum convenience and lowest cost
4. Confirm if trainer is invited to dinner the night before the retreat. This is *not required* but it needs to be communicated.

### ➤ **Retreat Agenda**

1. Help to motivate 100% of your forum members to respond to the pre-retreat survey
2. Plan to review results with the facilitator - this may take a few phone calls so allow time for this work
3. Assign member 'homework' if necessary
4. Determine any A/V needs and confirm with venue (flip chart, for sure!)

### ➤ **Meeting Needs**

1. Lead by example to support the facilitator
2. Know the agenda and help the group to stay on track
3. Allow time for members to complete an internal evaluation on-site
4. Urge members to fill out on-line facilitator evaluation that will be sent via email by FRN
5. Collect payment from members in advance so you can either render payment for the retreat that day or the week *immediately* following.

### ➤ **Following the event**

1. Hold discussion during the Housekeeping portion of your next meeting to review stated retreat goals. Were they met? How? Why or why not?
2. Document lessons learned for next year's retreat chair
3. Report to **Forum Resources Network** any suggestions, comments or concerns so we can respond immediately.