THE RESILIENCE INITIATIVE

7

things

to consider
for your next team event

Welcome!

Trying to plan your next in-service day or team training and not sure where to start?

(After all, no one wants to plan a training or workshop for their teams that's disorganized, boring, or just not applicable to the work you're doing!)

Through my work with the Resilience Initiative, workshops using the WHY.os discovery, and speaking engagements, I've facilitated enough events to understand the secret sauce behind putting together a great experience.

That's why I've put together this guide with seven things you need to consider when planning your event. It'll help make the process easier for you and ensure that your event is a success.

This checklist will help you consider seven important factors that can make or break your event. Plan ahead, make sure your training supports your team and organization and exceeds your expectations!

To your success,
Watson

Watson Jordan

Chief Resilience Officer,
The Resilience Initiative

7 things

TO CONSIDER FOR YOUR NEXT TEAM EVENT

01

Goals | Goals | Goals | Goals | Goals | Goals | Goals | Goals |

Make sure you're setting clear goals and objectives for your event. A great way to do this is to use SMART goals, which are **s**pecific, **m**easurable, **a**ttainable, **r**elevant, and **t**ime-bound.

You can also use ER goals - these are incremental goals like, "We want our school to be saf**ER**" Safety is a good example. It is so complex - important - and challenging. There is no way to guarantee safety…but we can take steps toward being a saf**ER** school.

Make sure you're considering both internal and external goals. While your primary goal is probably supporting existing (or creating new) dynamics in your team, you also want to think about what goals you have for this event when it comes to customers and shareholders.

7 things
TO CONSIDER FOR YOUR NEXT TEAM EVENT

02
Logistics | Logistics | Logistics | Logistics | Logistics |

Consider the logistics. Where will your event be held? Virtual events can be easier for people to attend but they don't always offer the best environment for collaboration. It's too easy for people to tune out or multitask.

If your event focuses heavily on fostering team brainstorming and communication, in-person training may be a better fit. However, consider how you might maximize the benefit of having everyone in one place. These types of events are intentionally disruptive but can work to bring your team together in new ways.

03
Engagement | Engagement | Engagement | Engagement | Engagement |

Make a plan on how you'll keep everyone engaged during the event, especially if you have a large group. There are many ways to engage people, so think about what will work best for your team.

It's also important to consider what type of engagement will best support your goals for the event. For example, if you're trying to create a more cohesive team, an instructor-led workshop with no breakout sessions isn't going to support the outcomes you want to achieve.

7 things

TO CONSIDER FOR YOUR NEXT TEAM EVENT

04 — Budget | Budget | Budget | Budget | Budget

Know your budget. Do you have enough money to hire someone to facilitate the training for you? What is the cost of losing a day of business or catering meals and refreshments? Make sure you're considering all the details before you get too far into the planning process.

As you're weighing the benefits and the cost, take a moment to move past the financial considerations to think about the ways the training will impact your organization. What opportunities could you explore or might you miss out on? What impact might the training have on your leadership capital?

05 — Format | Format | Format | Format | Format

Choosing the right format. Ensuring that you're respectful of everyone's time is a must. There are many formats for team events, so it's important to choose one that will fit your needs. Start by determining your goals by asking yourself what is most important for you to accomplish during this training.

Once you've established where you want to end up, you can figure out your curriculum. Will you have breakout sessions? Workshops? A panel discussion? Make sure you choose a format that will allow you to easily follow the plan to accomplish your goals.

7 things
TO CONSIDER FOR YOUR NEXT TEAM EVENT

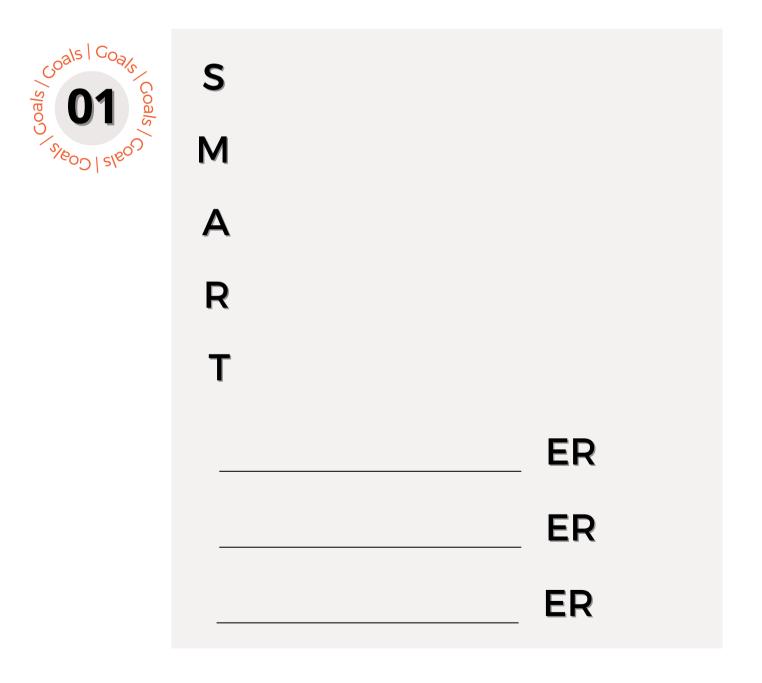Retention | Retention | Retention | Retention | Retention | Retention

06

Follow up after the event. This is a great way to show your team you value their feedback and input. Send out a survey, or hold a debrief meeting to get everyone's thoughts on how things went.
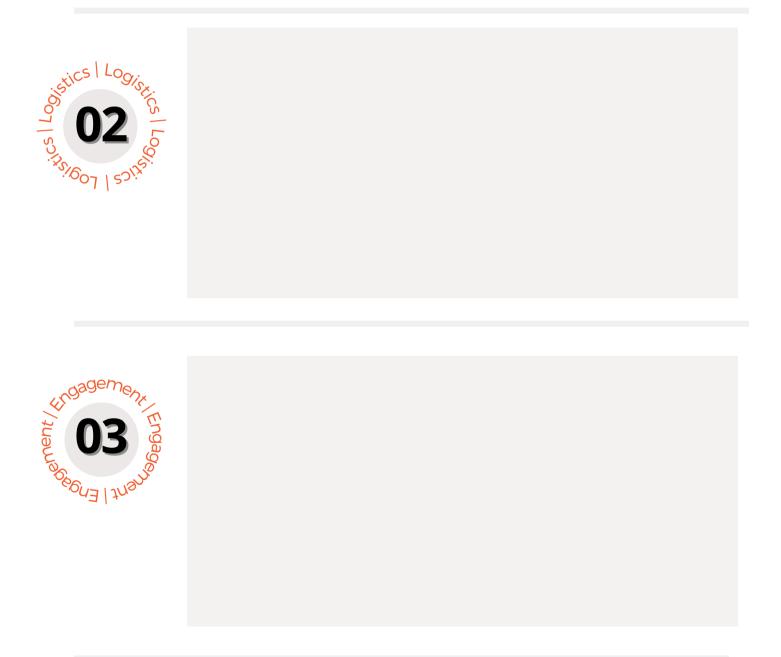
After every event, it's crucial to take some time to reflect on what went well and what could be improved the next time around. This feedback will help you fine-tune your event planning process so that each event is even better than the last.

Feedback | Feedback | Feedback | Feedback | Feedback | Feedback

07

Your team will have first-hand knowledge of how the event went from a logistics standpoint, and the facilitator will be able to provide insights on how the event flowed and what could be changed. With this feedback in hand, you'll be able to make adjustments accordingly and ensure that your next event is even more successful than the last.

Brainstorming Worksheet

Goals | Goals | Goals | Goals | Goals | Goals | Goals | Goals

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Brainstorming Worksheet

02
Logistics | Logistics | Logistics | Logistics | Logistics

03
Engagement | Engagement | Engagement | Engagement

Brainstorming Worksheet

Budget | Budget | Budget | Budget | Budget
04

Format | Format | Format | Format | Format
05

Brainstorming Worksheet

Retention | Retention | Retention | Retention | Retention | Retention

06

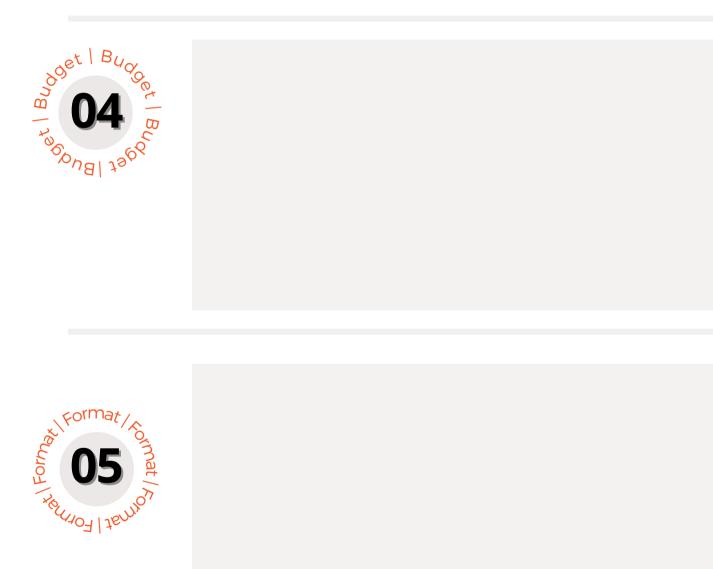Feedback | Feedback | Feedback | Feedback | Feedback | Feedback

07

Ready for the next step?

Looking for a team-building event that will help you get to know WHY your team does what it does? This is the first step in knowing each other better.

Our WHY.os Team Workshop is the perfect event for you! You will be able to learn more about your team and how to work together more effectively.

The workshop is designed to help teams build affirming relationships with one another and discover their WHY. This is an opportunity for your team to grow closer and work more productively together.

Additionally, our program provides a valuable framework to improve external relationships with customers and stakeholders.

I'd love to have a virtual cup of coffee with you to discuss your upcoming event and how the Resilience Initiative can support your team.

SCHEDULE HERE

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