

G a l l o p Ventures

SAMPLE Corporate Retreat

AGENDA & TOPICS - Day One

Welcome & Introductions

- Welcome, Overview, Review Goals and Agenda
- Introduction to Soft Skills, their application in today's workplace

Morning Session - Developing and using PERCEPTION

- Role of background knowledge, preparation
- Group dynamics, individual behaviors and hierarchy
- Establishing an identity and presence
- Identifying opportunities and making connections

Key Lessons: *combining knowledge with observation, listening with all your senses, absorbing information while avoiding judgment and categorization*

Afternoon Session - Understanding and maximizing COMMUNICATION effectiveness

- Communication styles, social styles, standard approaches
- Impedance matching, establishing and understanding feedback
- Active listening, listening for context and truth
- Structuring interactions to create outcomes

Key Lessons: *subtlety of awareness, what we bring to interactions, how we perceive and are perceived, using the power of connected communication.*

AGENDA & TOPICS - Day Two

Welcome & Day One Review

Morning Session – Understanding TEAMWORK: structures and application

- Team structures, applicability
- Effect of organizational structure on teams (and vice-versa)
- Roles, internal and external communications
- Creating efficient, effective teams

Key Lessons: *impact of team structure and coherence, clear communications*

Afternoon Session – Understanding and developing your LEADERSHIP style

- Leadership versus management, leadership models, styles, and types
- Other roles; directing, delegating, decision making, mentoring, coaching,
- Characteristics of good and not-so-good leaders
- Finding alignment, projecting intent, conveying authenticity

Key Lesson: *personal power flows from the alignment of conviction, intent, and perception*

FINAL WRAP UP AND CLOSING

- Review the workshop lessons and tools

- Identify opportunities for application
- Develop follow-up plans