



Executive Offsite Agenda (Sample)

Day 1

- 8:30 AM – 9:30 AM:** Introduction and Personal Timeline Exercise (Team Dynamics)
- 9:30 AM – 10:30 AM:** Insights Discovery—A Review
- Noon – 1:00 PM:** Lunch
- 1PM – 2:00 PM:** Introduction to Team Dynamics
- 2:00 PM - 5:00 PM:** Team Effectiveness Assessment Results & The Five Dysfunctions (Team Dynamics Deep Dive)

Day 2

- 8:30 AM – 9:00 AM:** Review of Day 1/Overview of Day 2
- 9:00 AM – 10:00 AM:** Establishing A Thematic Goal (Rally Cry)
- 10:00 AM – Noon:** Outlining Defining Objectives
- Noon – 1:00 PM:** Lunch & Data Gathering
- 1:00 PM – 3:00 PM:** Thematic Goal and Defining Objective Deeper Dive (Applying Metrics and Objective Measurement)
- 3:00 PM – 4:30 PM:** Standard Operating Objectives
- 4:30 PM – 5:00 PM:** Wrap up and Next Steps