

How to run a department retreat

Organisation

- Talks
- 2 minute introductions
- Break-out groups
- Report back sessions
- Questions and answers

Goals

- Relaxation
- Networking
- Presentation practice
- Brain storming of ideas
- How to improve next time

External Speakers

- How to be a good host
- Sports equipment
- Internet connection

Check

- Eating arrangements

Transport

- Taxi phone numbers

Other

- Map of local walks
- Photos of event (permissions)
- Afternoon free
- Prizes for competitions