

Agenda

Date and Time

February 5 & 6, 2026

Day 1 - 8:30 am - 3:30 pm

Day 2 - 8:30 am - 3:00 pm



Program Title

Manager Retreat and Planning Session

Listening, Learning, Supporting

Location

Off-site Venue

123 Anywhere St., Any City



Attendees:

- ✓ Managers
- ✓ Senior Leadership
- ✓ Facilitator
- ✓ Breakout Session Speakers

Agenda - DAY ONE	Presenter	Start Time	Duration
Continental Breakfast <ul style="list-style-type: none">Attendees may be nervous and unsure. A quick breakfast will help get the day underway.		8:30 am	30 Minutes
Welcome and Introductions <ul style="list-style-type: none">Opening remarks from SLT and FacilitatorOutline of the two day program - set the stage	SLT Facilitator	9:00 am	30 Minutes
Round-table Introductions <ul style="list-style-type: none">Get to know the people at your tableName, department, short overview of role	All	9:30 am	30 Minutes
Group Session - Lead by Facilitator <ul style="list-style-type: none">A topic of relevance to all managers	Facilitator	10:15 am	60 Minutes
Break and Room Move <ul style="list-style-type: none">Outline of team roles and responsibilitiesAssignment of specific tasks and duties	All	11:15 am	15 Minutes
Breakout Sessions (two tracks) <ul style="list-style-type: none">Session Track 1 - Topic from pre-retreat surveySession Track 2 - Topic from pre-retreat survey	Speaker 1 Speaker 2	11:30 am	60 Minutes
Lunch	All	12:30 pm	60 Minutes

Agenda - DAY ONE CONT.	Presenter	Start Time	Duration
Breakout Sessions (Two Tracks) <ul style="list-style-type: none"> Session Track 1 - Topic from pre-retreat survey Session Track 2 - Topic from pre-retreat survey 	Speaker 1 Speaker 2	1:30 pm	60 Minutes
Group Session - Lead by Facilitator <ul style="list-style-type: none"> A topic of relevance to all managers 	Facilitator	2:30 pm	60 Minutes
Wrap Up <ul style="list-style-type: none"> Wrap up the sessions and ask for feedback on day one 	Facilitator SLT	3:30 pm	30 Minutes
Free Time <ul style="list-style-type: none"> Give attendees a break to rest and absorb what they have learned that day 		4:00 - 6:00 pm	120 Minutes
Casual Social Event <ul style="list-style-type: none"> No agenda - no pressure Dinner provided 	All	6:00 - 7:30 pm	90 Minutes

Agenda - DAY TWO	Presenter	Start Time	Duration
Hot Breakfast and Gourmet Coffee Bar <ul style="list-style-type: none"> Casual one-hour breakfast. People know each other better. Give them a chance to network. 		8:30 am	60 Minutes
Group Feedback and Idea Session with SLT <ul style="list-style-type: none"> One SLT per table to have an open discussion about challenges, opportunities and new ideas 	SLT Facilitator Managers	9:30 am	90 Minutes
Breakout Sessions (Two Tracks) <ul style="list-style-type: none"> Session Track 1 - Topic from pre-retreat survey Session Track 2 - Topic from pre-retreat survey 	Speaker 1 Speaker 2	11:00 am	60 Minutes
Lunch		12:00 pm	60 Minutes

Agenda - DAY TWO CONT.	Presenter	Start Time	Duration
Group Session - Lead by Facilitator <ul style="list-style-type: none"> Planning and goal setting for upcoming year 	Facilitator SLT Managers	1:00 pm	90 Minutes
Wrap-up <ul style="list-style-type: none"> Wrap up the sessions and ask for feedback on day two 	Facilitator SLT	2:30 pm	30 Minutes
End of Day Two <ul style="list-style-type: none"> Early wrap up to allow for travel time home depending on location 		3:00 pm	