

## GOAL SETTING RETREAT AND AGENDA TEMPLATE

The entire chapter should participate in a goal setting retreat annually. Preferably, it would be held towards the beginning of the new officers' term.

It is recommended that the goal setting retreat occur in an area that will be free from distractions, such as reserving a room in the Student Union. Holding the retreat at a member's apartment/house or chapter facility tends to invite distractions. The Prudential Board should invite the GCA to at least part of the retreat and may want to ask the GCA to help facilitate the retreat.

### INSTRUCTIONS

1. Prudential Board announces 3-5 End Statements developed at the Prudential Board Retreat. It is recommended that each End Statement (why it was created, intent, etc.) is explained by a member of the Prudential Board (20 minutes).
2. Review the SMART goals. Ideally, this is done by the GCA or a member of the Chapter Council (20 minutes)
  - See the SMART goal worksheet for an overview on SMART goals and distribute the worksheet to all members of the chapter.
3. Divide the chapter into smaller groups. Each group should be responsible for coming up with 3-5 SMART goals for an End Statement. There should be more than 6 or 7 people in a group so depending on the size of the chapter, you may have 2-3 groups discussing the same End Statement (30 minutes).
4. After each group has generated 3-5 SMART goals for their End Statement, all groups should report on the goals developed. If more than one group had the same End Statements, those groups should go in succession and all SMART goals should be written down, even if that number is more than 5 with multiple groups. After all groups have reported out, a facilitated discussion should occur (20 minutes).
5. Ideally, the GCA or Chapter Council member would facilitate a discussion with the chapter about the SMART goals developed for each End Statement. Consensus should be reached in the chapter as to which SMART goals the chapter is willing to commit to work towards. There should be at least 3 SMART goals for each End Statement and no more than 5, so some goals the chapter may not make a commitment to achieve. During this discussion, the SMART goals may be adjusted to ensure that they meet the SMART criteria and/or a member of the chapter may propose a goal that the small group did not envision (90 minutes).

The outcome of this retreat will be that all End Statements the Prudential Board developed has 3-5 SMART goals attached. Be sure to assign someone in the chapter to be primarily responsible for ensuring that each goal is accomplished and reviewed.