

zug leadership CONSULTING

Design . Collaboration . Mission . Potential

Retreat Design Template

Centering & Opening (10–15 min)

- **Gathering Exercise**
 - **Query:** *What does our community most need from us right now?*
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Co-create Community Agreements (5–10 min)

- Listen deeply and respectfully
 - Speak from experience; make space for all voices
 - Embrace silence and reflection
 - Assume positive intent; stay in relationship
 - Honor time and shared responsibility
 - Add others offered from the participants
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Connection & Joy (5–10 min)

- Share a recent moment of **joy or gratitude** in school life
 - Optional: one word for how you are arriving
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Framing Queries (5 min)

Identify 1-2 guiding **queries** related to team goals for the school year:

- *Example: How can we center the student experience in our new building/schedule?*
 - *Example: What are ways we can design an alumni outreach program that harnesses the talents of the team and best serves the school?*
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Silent Reflection & Idea Generation (10-15 min)

- Individual reflection in silence
 - Capture ideas on post-its (one idea per note)
 - Place on board and **cluster into themes**
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Small Group Discernment (15-20 min)

Groups of 3-4:

- Sit with themes
 - Notice patterns and tensions
 - Identify 2-3 priorities
 - Prepare a brief share-out
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Whole Group Sharing (15 min)

- Groups present insights
 - Facilitator names common threads
 - Brief pause for reflection before responses
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From Insight to Commitment (15-20 min)

Set 2-4 shared goals:

- **Goal:**
- **Why it matters (mission/testimony):**

- Owner(s):
 - Next step & timeline:
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Closing (5-10 min)

- Brief silence
 - Go-round: one takeaway or commitment
 - Gratitude
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Follow-Up

- Revisit goals at future meetings
- Assign accountability partner(s)

Guiding Principle: Move at the pace of trust. Honor silence. Let discernment guide action.