



focusU

ALL ABOUT YOU!



# CHECKLIST

## FOR PLANNING A SUCCESSFUL OFFSITE

**Make your meeting prep quick and easy by ensuring that you've covered all your bases!**

-  **Plan out an agenda:** Failing to plan is planning to fail. Even if it is just a "fun" offsite for the team, have a plan! What happens when and who does what.
-  **Finalise a great location:** A good location will take you half the way to success! A nice place with a great ambience and facilities, gets the smiles on right away as people land up at the location!
-  **Tie out the travel logistics:** A team that has had a bad experience in travelling for the offsite, will arrive grumpy. The little nuances matter - ensure this piece is taken care of competently.
-  **Dedicate a session solely for Team-building or Team engagement:** 'Team building' is the best investment you can make for your offsite. After all, it is the experience of what they actually do during the offsite that people will take back with them. If it helps in resolving conflicts, building trusts, encourages employee engagement and collaboration - that's a further bonus.
-  **Activities should be Inclusive:** All the activities are only effective if every single one of your team participates, so one should tailor these activities in such a manner that everyone gets a chance to interact with everyone and be a part of everything.
-  **Don't forget the free time:** All the time available in an offsite should not be micromanaged - employees should be given some free time to do whatever they please. These breathing spaces are an important ingredient of what makes an offsite memorable.
-  **Post event feedback:** Send out a survey after the offsite is completed and candidly ask the participants about their experience. Also remember to ask them for any feedback that they think can make it better for the next time.



**Need help in facilitating a successful offsite? Let's get started!**

Reach us at - +91-8882337788

Email us at - [hello@focusu.com](mailto:hello@focusu.com)

