

## Great Staff Seminar Draft

**Time:** Last week of April or first week of May

**Location:** UCLA Conference Center, Lake Arrowhead

**Objective/Purpose:** In searching for professional excellence, there is so much more than merely job skills, job descriptions, and job titles, that an employee must know, understand, and believe in. This seminar will provide opportunity and leadership. It will provide a chance for employees, at no cost to them and with full compensation for time away from their jobs, to share ideas and/or concerns with people working in similar situations in all job areas and work levels.

The idea is to demonstrate the power of the collective wisdom, experience, and creativity of the participants. It is one of the most important concepts to bring back to campus. It is a time to celebrate employees; to cause employees to venture beyond the limits of their own specializations and environments in search of transferable ideas and the universals of their work environments; to promote an attitude of introspection and self-appraisal; to practice rational analysis of workplace problems and to develop realistic, creative approaches to their solution; to stimulate the exchange of information and ideas by building an expanding network of communication among employees on campus.

**Transportation:** Participants are required to travel via a rented bus. This seminar begins on the bus. The bus facilitates immediate employee engagement. One vehicle also eliminates people being late or leaving early.

**Timeline:** A two-day retreat gives ample time for participants to fully engage in the activities. Many activities will build upon each other's outcomes and time is needed to accomplish this. The first evening is a chance to focus on employee engagement by allowing participants to meet and learn about their fellow employees, both personally and professionally. This is a time to focus on icebreakers, breaking down barriers, and building understanding between each other and the work that each participant does. The first day will set the important foundation for the second day's activities.

The second day focuses on the broader scope—building a large group dynamic, and then will delve into small and large group exercises. Small group exercises are a series of exercises that are interconnected and build on each other, focusing on positives, negatives, and relevant solutions to be used on campus. Large group exercises are used to report out on small group exercises and the best way to address issues, concerns, and potential effective solutions. This allows all groups to hear the issues and add their perspectives, which will allow for more creative solutions. These exercises will also help build comradery among the group.

**Follow-up:** A pro facilitator or keynote speaker is more beneficial for follow-up trainings. This will help strengthen retreat outcomes and ensure the success of those outcome for the campus as a whole. There are many other follow-up ideas that can be implemented and fostered year after year.

### Sample Agenda:

Day 1	
1:00 p.m.	Distribute information to attending staff
2:00 p.m.	Board bus <ul style="list-style-type: none"> <li>• Group photo</li> <li>• Instructions</li> <li>• Icebreaker</li> </ul>
3:30 p.m.	Arrive at UCLA Conference Center <ul style="list-style-type: none"> <li>• Instructions</li> <li>• Registration</li> <li>• Check-in</li> </ul>
5:00 p.m.	Happy Hour <ul style="list-style-type: none"> <li>• Icebreakers</li> </ul>
6:30 p.m.	Dinner
7:45 p.m.	Large group meeting <ul style="list-style-type: none"> <li>• Large group exercises</li> <li>• Purpose statement</li> <li>• Ground rules</li> </ul>
9:30 p.m.	Announcements <ul style="list-style-type: none"> <li>• Icebreaker</li> </ul>
Day 2	
8:00 a.m.	Breakfast
9:00 a.m.	Large group meeting <ul style="list-style-type: none"> <li>• Announcements</li> <li>• Small group exercises</li> </ul>
9:30 a.m.	Small group meetings
10:45 a.m.	Large group meeting
11:00 a.m.	Small group meetings
12:00 p.m.	Lunch
1:15 p.m.	Large group meeting
1:45 p.m.	Small group meetings
5:00 p.m.	Happy Hour <ul style="list-style-type: none"> <li>• Large group exercise</li> </ul>
6:30 p.m.	Dinner
7:45 p.m.	Large group meeting <ul style="list-style-type: none"> <li>• Small group exercise report-outs</li> <li>• Large group exercises</li> </ul>
9:15 p.m.	Large group exercise

Day 3	
8:00 a.m.	Breakfast
9:00 a.m.	Group picture
9:15 a.m.	Large group meeting <ul style="list-style-type: none"> <li>• Announcements</li> </ul>
9:30 a.m.	Small group meetings
10:30 a.m.	Large group meeting <ul style="list-style-type: none"> <li>• Present certificates/goodies</li> <li>• Announcements</li> </ul>
12:00 p.m.	Lunch
1:30 p.m.	Board bus back to campus

### Seminar goals and related activities:

Goals	Activities
Employee Engagement and Motivation	Bus Bus buddies/getting to know you Ice breaker exercises Small group exercises Large group exercises Break-out exercises Follow-up exercises
Team Building	Ice breaker exercises Small group exercises Large group exercises Break-out exercises Follow-up exercises
Leadership	Ice breaker exercises Small group exercises Large group exercises Break-out exercises
Effective Communication	Bus buddies/getting to know you Ice breaker exercises Small group exercises Large group exercises Break-out exercises
Better Understanding of Other Classified Staff's job roles	Bus buddies/getting to know you Ice breaker exercises Break-out exercises