



WHAT IS AN 'AWAY-DAY'?

This is a team-building session, normally run at a location away from your normal place of work. It is an ideal forum for sharing ideas to improve working relationships, personal and team effectiveness and overall performance. It can be used for many things such as;

- ➔ Sharing information about a product launch or new strategy.
- ➔ Kick-off event to launch new initiatives or the start of a new business period.
- ➔ Team building for people to get to know each other, resolve issues or cement working relationships.
- ➔ Personal development and training. We deliver away day events around many areas including Insights Discovery®. This helps people understand their own personality better, because this enables them to work more effectively with others.

HOW WE WORK

We plan, facilitate and deliver events to achieve a defined goal and to ensure it runs smoothly, we use an 8 step process;

1. Clearly define the purpose and outcome of the event.

2. Decide on a theme and make it interactive and fun.

- ➔ The key to success is to make the event valuable and motivational without making people feel embarrassed and unwilling to fully participate.

3. Invite the right people.

4. Choose the best venue from a cost, travel and facilities perspective.

5. Create an agenda that promotes active involvement from all attendees.

6. Plan and rehearse.

- ➔ Plan the day in advance and have a run-through with those involved in delivery and facilitation.
- ➔ Provide background and relevant materials such as invitation and brief overview of the event, unless of course you want to create a 'surprise event'!

7. Deliver

- ➔ The event should go smoothly to ensure you get the results you want.
- ➔ Set the scene and run through the agenda. Cover rules such as time-keeping, breaks and no mobile phones!
- ➔ Remember that the key to running a successful event is to inject enthusiasm and motivation to implement change.
- ➔ Excite and motivate people by giving them a clear vision of how this event starts to change things. Give them a glimpse of what the future will look like and why it's going to be so good for them.

8. Act on the lessons learnt and use this to drive the change you want to achieve.

- ➔ Have agreed follow-up activities and reviews scheduled soon after the event to ensure results are being achieved.