**TEAM AWAY DAY PLANNING TEMPLATE**

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| 1. **Name(s) of Team Lead(s)/Manager(s):**
 | [This should be the team lead(s)/manager(s) who will be leading on organisation/planning for team away day] |
| 1. **Team Name & Cost Centre:**
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| 1. **Background and context:**
 | [This section should include any thoughts/bullet points about the following:* What currently works well in the team?
* What are the ongoing issues in the team?
* Why is the away day needed?
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| 1. **Has pre-away day scoping survey been completed with team members?**
 | Yes/No – if not, please give reasons for this. |
| 1. **Aims and objectives of the away day**
 | [This section should include any thoughts/bullet points about the following:* What does the team lead want to achieve?
* What actions/goals/tasks are needed to be completed by the end of the away day?
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| 1. **Names of Attendees and Job Titles**
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| 1. **Proposed plan of the day**
 | [Thinking about the answers in question 3 and 4, this section should include any thoughts/bullet points about what topics should be covered during the away day i.e. communication, team vision, annual planning etc? |
| 1. **Date and time of away day**
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| 1. **Venue of away day**
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| 1. **What tools/equipment are needed for the away day?**
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| 1. **Cost implications (to be met by Team Cost Centre)**
 | Venue cost, food, refreshments, materials (cost centre) |