**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:** |  |
| 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? |
| 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? |
| 1. **Names of Attendees and Job Titles** |  |
| 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** |  |
| 1. **Venue of away day** |  |
| 1. **What tools/equipment are needed for the away day?** |  |
| 1. **Cost implications (to be met by Team Cost Centre)** | Venue cost, food, refreshments, materials (cost centre) |