

# LEADERSHIP

is a passion for what you do, a clear picture of where you are going, a fluid phenomenon that grows within you, and an emotional expression of what you do. You get it from others, by learning as much as you can and allowing yourself to show your passion. You give it to others by living your vision, sharing that vision with others, being willing to do things—not just say things and leading by example.



## FastFacts

### Basic Operations & Procedures

Agendas	Budgeting
Constitutions	Elections
Meetings	Minutes

### Skills for Leaders

Assertiveness	Communication
Delegation	Ethics
Goal Setting	Recognition

### Planning Activities

Co-sponsorship	Fundraising
Group Dynamics	Teambuilding
Planning/Evaluation	Retreats

### Beginnings & Challenges

Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



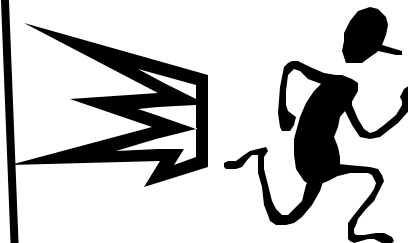
**FastFacts** are brought to you by

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Old Dominion UNIVERSITY



## FastFacts

Quick Tips  
For Developing  
Effective Leadership

# Retreats

.....  
*Planning*  
*Activities*  
.....

A retreat is a great way to mix work and play with your organization's members and officers.

## Why should my group consider having a retreat?



*It will enhance your group's experiences.*



*It will help you focus on your goals*



*It fosters healthy communication among your members.*



*It creates a shared experience.*

*(and lots of photo opportunities!)*

## Planning Your Retreat

### **Two Months Before**

Decide on purpose & objectives  
Decide on date & reserve site  
Appoint committee heads  
Check your budget!

### **One Month Before**

Choose your activities  
Plan your menu  
Contact outside resources  
(like guest speakers)

### **Two Weeks Before**

Send letters to members with important info (costs, travel arrangements, what to bring, etc.)  
Reserve equipment  
Make food arrangements

### **One Week Before**

Duplicate paper materials  
Confirm site arrangements  
Gather equipment and visual aids

### **Day Before**

Handle last-minute problems  
**REST UP!**

## **Examples of Retreats**

### **Two-Day Getaway**

- Do teambuilding exercises
- Clarify officer & member roles and responsibilities
- Develop a vision statement
- Outline group goals and objectives
- Make a action plan that includes a time line

### **One-Day Getaway**

- Enhance your team cohesion
- Evaluate programs, goals, or objectives
- Check up on the progress of your action plan

**The OSAL staff can help give you ideas about good places to have retreats as well as suggest activities for your retreat.**

**Stop by and talk to us!**

