



2. OFFSITE AGENDA

A BRAINSTORM SHEET BY BREATHER + NOBL

There are so many good reasons to have a team offsite! To narrow the focus of yours, use this worksheet to **figure out your own unique problems** and **identify your goals**. Use your final answers to build your offsite agenda and share with your stakeholders, team members, and all attendees.

BRAINSTORM SIDE

FINAL ANSWER

WHAT DOES THE TEAM NEED TO GET OUT OF THE OFFSITE? (MAIN GOAL)

WHO SHOULD BE IN THE ROOM?

HOW LONG WILL YOU ALL NEED TO ACCOMPLISH THE GOAL(S)?

WHAT NEEDS TO BE COMMUNICATED TO OTHER PEOPLE OR TEAMS?

WHO WILL FACILITATE?

WHAT WILL SUCCESS LOOK LIKE FOR EVERYONE IN THE ROOM?

WHAT ACTIVITIES WILL HELP ACHIEVE THE OFFSITE GOALS?