

Team Development Event Guidelines

People & OD Team



POD are keen to support the delivery of your team development, and will work with you to ensure that you can gain the best possible outcomes from your session. To achieve this, could you answer the following questions for us....

Logistics:

- Who is this development session for and total numbers?
- Approximate budget available? It is likely that a full day will cost in the region of £1000 should an external facilitator be required. Typically, sessions will be funded locally.
- Where would you like this session to take place? Please note, venues and hospitality are both booked/arranged locally.
- Preferred date(s)?

Main purpose of this event:

- What is the main purpose of this team development event?
- What development has this team/area had previously that we might need to bear in mind?
Which facilitators have you worked with before?
- What is the current context/climate for the team?
What is happening now that needs to be considered when designing this session, or indeed is the main driver for this activity?
- What facilitators, if any, have you worked with before?
- Anything else that may help to inform this activity?

Evaluation:

- We evaluate every session via Survey Monkey after the event. For this we'll need a final delegate list that confirms who attended. The final/collated feedback report is then shared with you and the session's facilitator.