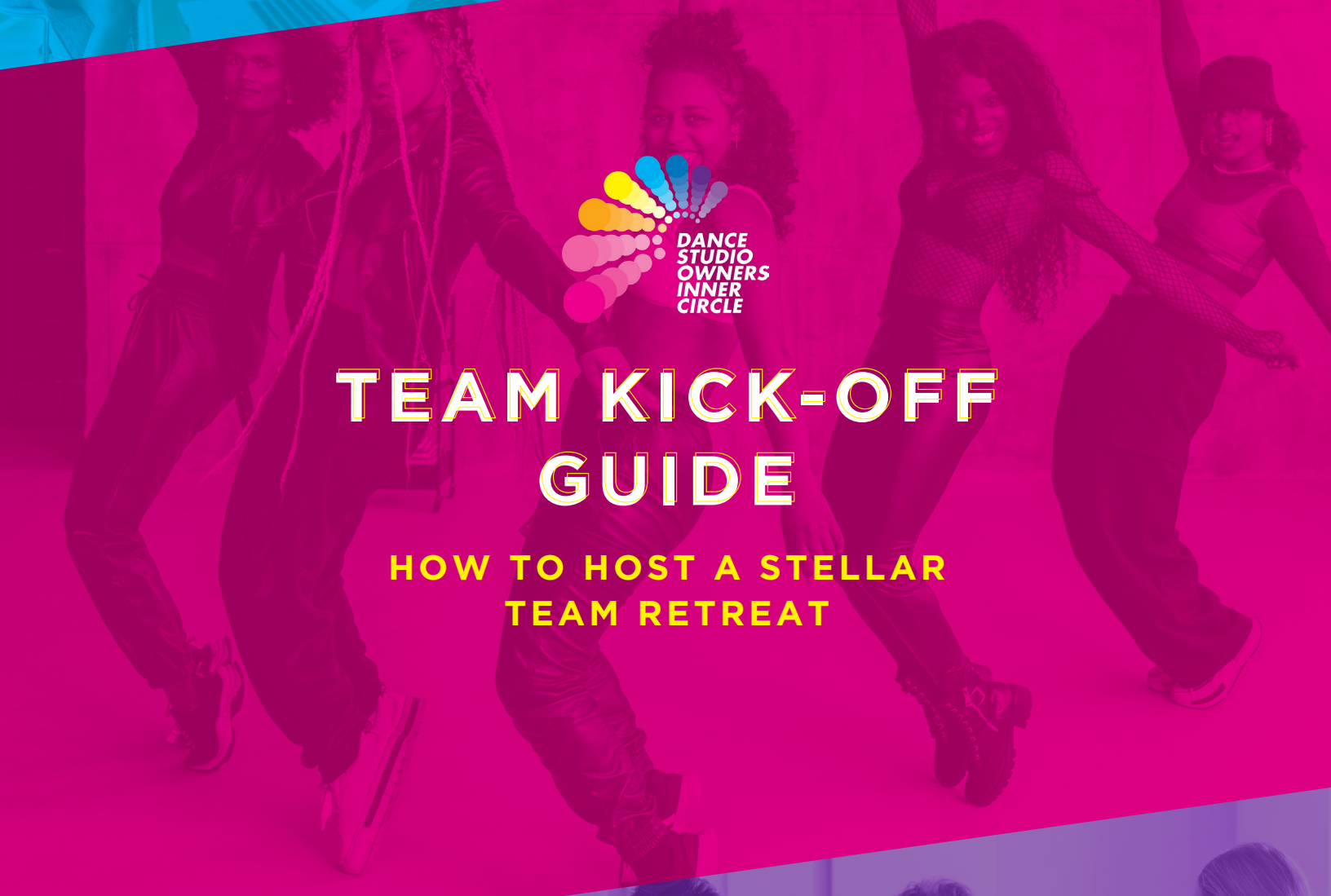


TEAM KICK-OFF GUIDE

HOW TO HOST A STELLAR
TEAM RETREAT





TEAM RETREAT IN A BOX

WE'RE THRILLED TO HELP YOU CREATE AN UNFORGETTABLE TEAM RETREAT THAT SETS THE STAGE FOR YOUR MOST SUCCESSFUL DANCE SEASON YET.

This guide will walk you through how to use all of our done-for-you resources to host a fantastic team retreat. Whether you choose to gather in person or have a virtual event, these materials are designed to make planning and executing your kick-off a breeze.

HOW TO USE YOUR TEAM RETREAT RESOURCES

1. Plan Your Event

DECIDE ON THE BEST FORMAT FOR YOUR TEAM:

In-Person or Virtual Event:

An in-person retreat can create stronger team connection, engagement, and collaboration, making it ideal for team-building and deeper discussion. A virtual retreat offers flexibility, convenience, and accessibility, especially for teams with varying schedules or multiple locations. Consider your goals, budget, team size, and logistics when deciding which format will create the best experience for your staff.

Review the Materials:

Take time to review the done-for-you resources and familiarize yourself with the content. A little preparation ahead of time will ensure your retreat runs smoothly and delivers the greatest impact.

Pro Tip (Fuel the Fun):

Consider providing snacks, coffee, or lunch during your retreat. Let's be honest, no one does their best brainstorming when they're "hangry." A well-fed team is a happy, focused and engaged which is exactly the energy you want for your retreat. It's a simple way to show appreciation for your team while making the experience feel special and memorable.



2. Prepare the Materials

HERE'S HOW TO USE EACH OF THE RESOURCES INCLUDED IN YOUR TEAM TUNE UP BUNDLE:

Team Kick-Off Guide:

Use this guide to plan your event and integrate all the materials seamlessly.

Seasonal Calendar Canva Template:



Plan and organize your studio's schedule for the entire season. Customize the calendar with important dates and ensure your team is aligned.

Save the Date Canva Template:



Customize and send out this template to inform your team about the kick-off meeting. Make it look professional with your studio's brand colors and logo.

Icebreaker Game Ideas:



Start your event with fun and engaging icebreaker games to foster team bonding and camaraderie.

Meeting Agenda Canva Template:



Structure your meeting with this detailed agenda template to ensure you cover all essential topics.

Big Bets and KPIs Canva Template:



Set and track your studio's big goals and key performance indicators. Engage your team in these goals to ensure everyone is on board.

Staff Information CSV and Asana Template:



Collect and organize your staff information efficiently using these templates to keep everything in one place.

Comprehensive Handbooks:

- **Team Handbook Template:**
Customize and review this handbook with your team to guide them on staff policies and expectations.
- **Parent Handbook Template:**
Customize and review this handbook you're your team. Then, provide as a resource for parents to understand your studio's operations and policies.
- **Recital Handbook Template:**
Customize and review this handbook you're your team. Then, share with families so they understand how to participate in recital.



Vision and Values:



- **Goals, Vision, and Values Canva Template and Activity:**
Share your studio's goals, vision, and values with your team. Use the activity to evaluate how these are reflected in every aspect of your studio.
- **Core Values Establishment Exercise:**
Don't have core values? No problem! Guide your team through this collaborative exercise to establish core values unique to your studio.

Curriculum Overview Canva Template:



Customize and review with your team to set clear expectations and ensure everyone is on the same page about teaching and curriculum details.



HERE'S AN EXAMPLE OF HOW YOU CAN USE THE
DFY RESOURCES TO PLAN YOUR TEAM KICK OFF

SAMPLE AGENDA

MORNING SESSION

1. WELCOME AND INTRODUCTION

Kick off with a warm welcome and pass out meeting agenda that you created using our template. Review the day's agenda and establish expectations for the day. Be sure to include bathroom breaks and lunch breaks where needed.

2. ICEBREAKER GAMES

Start the day by playing one (or more!) of our fun games to build team spirit and camaraderie.

3. STAFF INFORMATION REVIEW

Review staff roles and responsibilities and have everyone fill out their info inside the Staff Information Template.

4. BIG BETS AND KPIS

Present and discuss the studio's big goals and key performance indicators using our template for team alignment and buy-in.

5. COMPREHENSIVE HANDBOOKS

Review the Team, Parent, and Recital Handbooks you created using our templates and answer any of the team's questions on policies and procedures for the coming season.

6. VIEW TRAINING REPLAYS

Navigate to the Team Retreat in a Box page and select the replay you would like to share. Your team view them all together or separate to view them in teams.

7. VISION AND VALUES

Share, discuss, and refine the studio's goals, vision, and values with one of our Core Values activities.

8. CURRICULUM OVERVIEW

Share and discuss the curriculum and teaching expectations with the template we provided.

9. SEASONAL CALENDAR

Review the studio's calendar and important dates that you created with our template.



TEAM KICK-OFF PLANNING CHECKLIST

A FEW WEEKS BEFORE

- ☐ Decide if you will host an in-person from the studio or if your team will be logging in on their own devices from home.
- ☐ Customize and send out the Save the Date Canva Template to team members.
- ☐ Review and familiarize yourself with all the resources in the Team Kick-Off Guide.
- ☐ Decide if you will be providing lunch and/or snacks.

ONE WEEK BEFORE

- ☐ Customize the Meeting Agenda Canva Template. Use the sample we've provided to guide you on the day's events.
- ☐ Review and update the three Handbooks.
- ☐ Finalize the Big Bets and KPIs for the year with our Canva Template.
- ☐ Customize the Seasonal Calendar Canva Template. Decide whether to complete this ahead of time or if you are going to workshop on this with your team.

3 DAYS BEFORE

- ☐ Decide which Icebreaker(s) you'd like to do.
- ☐ Decide which Vision and Values activity you will do with the team.
- ☐ Prepare the Curriculum Overview Canva Template.
- ☐ Update and organize the Staff Information CSV and Asana Template.
- ☐ Send a reminder to the team.

DAY BEFORE

- ☐ Review the event agenda and materials.
- ☐ Set up any necessary technology for virtual participation.
- ☐ Confirm all logistics and participant availability.

BY FOLLOWING THIS GUIDE AND UTILIZING THESE RESOURCES, YOU'LL ENSURE A SMOOTH AND SUCCESSFUL TEAM KICK-OFF EVENT, SETTING YOUR STUDIO UP FOR A STELLAR SEASON AHEAD. ENJOY YOUR PLANNING, AND HERE'S TO AN AMAZING TEAM KICK-OFF!