

RETREAT PROGRAMME FOR STAFF-13TH - 16TH DECEMBER 2018

Day 1: 13 th Dec.	Day 2: 14 th December	Day 3: 15 th December	Day 4: 16 th December
5:00pm- Participants Arrive and Check-in	7:00am - 8:00am: Volleyball	7:00am - 8:00am - Basketball	7:00am - 8:00am - Breakfast
6:00pm-7:00pm - Dinner	8:00am - 8:45am Breakfast	8:00am - 8:30am- Breakfast	8:00am - 8:30 am - Participants Report
		8:30am - 9:00am - Participant report / Reflections and Recap- <i>William Frimpong-Bonsu</i>	8:30am - 9:00am - Reflections and Recap
	8:45am - 9:00am - Opening remarks by <i>Hon. Dr. David P. Parenyatwa</i>	9:00am - 10:30am - Presentation: Effective Report Writing - <i>William Frimpong-Bonsu</i>	9:00am - 10:30am- Presentation- Managing human and Organisational behaviour- <i>Casely Ato Coleman</i>
	9:00am - 9:15am Introductions, Expectations and Ground Rules - <i>William Frimpong - Bonsu/ SAA ~Coord / Board</i>	10:30am - 10:45am - Break	10:30am - 10:45am - Break
	9:15am - 10:15am - Presentation- Organizational design for enhanced learning and development for impact - <i>Casely Ato Coleman</i>	10:45am - 11:15am - Presentation continues - <i>William Frimpong-Bonsu</i>	10:30am - 11:30am - Presentation - Managing human and Organisational behaviour - <i>Casely Ato Coleman</i>
	10:15am - 10:30am - Break	11:15am - 12:30pm - Practical Exercises	11:30am - 12:00pm - Evaluation
	10:30am - 12:30pm - Presentation - Organizational design for enhanced learning and development for impact - <i>Casely Ato Coleman</i>		12:15pm - Closing Remarks- <i>Coordinator, SAA</i>
	12:30pm - 2:00pm - Lunch and Rest	12:30pm - 2:00pm - Lunch and Rest	12:30pm - Lunch and Departure
	2:00pm - 3:30pm - Presentation- Working in Teams (Functions and dysfunction of teams) - <i>Casely Ato Coleman</i>	2:00pm - 3:00pm - Presentation- Time Management - <i>William Frimpong-Bonsu</i>	
	3:30pm - 4:30pm - Group Work	3:00pm - 4:00pm - Work Ethics and Management of Confidentiality- <i>William Frimpong-Bonsu</i>	
	4:30pm - 5:00pm - Group presentations	4:00pm - 5:00pm - Group Simulation	
	5:00pm - Close for the day	5:00pm - Close for the day	
	6:00 Aerobic	6:00 Aerobic	
	7: 00 Dinner	7: 00 Dinner	