**Team Building Planner**

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 **by Anne Thornley-Brown, MBA**

 **President, Executive Oasis International**

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 **@executiveoasis**

    

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| --- | --- | --- | --- | --- | --- |
|  | Criteria | Your Responses |  | Your Responses | Notes |
|  | **Preferred Dates:**  |  | **Alternative Dates:** |  |  |
|  | **Preferred Destination:** |  | **Alternative Destinations** |  |  |
|  | **What is the main issue, challenge, pain, need, or problem precipitating your request for team building?** |  | **Goals and Objectives for Team Budling:** |  |  |
|  | **Core Messages You Want to Highlight:** |  |  |  |  |
|  | **Approximate Budget and What it Includes:** |  | **Expected Decision Date:** |  |  |
|  | **What is your Decision-Making Process:** |  | **Decision Making Criteria:** | 1,2.3. |  |
|  | **Who is the sponsoring executive?** |  | **Who else has input into the decision?** |  |  |
|  | **Number of Participants:** |  | **Positions:** |  |  |
|  | **Age Range:** |  | **M/F:** |  |  |
|  | **Fitness Levels:** |  | **Physical Challenges:** |  |  |
|  | **Other (Enter Below):** |  |  |  |  |
|  | **Preferred Session Length:** |  |  |  |  |
|  | **Preferred Programmes from Website:** |  | **Preferred Format:****(Delete any that don’t apply)** | * Indoor facilitation
* Indoor Team Challenges
* Outdoor Team Challenges
* Off-site excursions
* Evening Entertainment
 |  |
|  | **Location Scouting?** | Yes/No | **Venue Selection Assistance Needed?** | Yes/No |  |

Consultant/Facilitator Comparison Chart

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Consulting Firms | Executive Oasis International |  |  | Notes |
|  |  |  |  |  |  |
|  | **Learning Surveys and Participant Profiles to Assist with Customization** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Pre-briefing Package to Set Context & Identify with Links to Business** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Facilitator has an MBA** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Virtual Team Building Available** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Facilitator has worked with companies from 19 countries** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **1/3 to ½ of Session Devoted to Debriefing & Business Application Exercises** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Facilitator has experience in our industry** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Uses Themes, Music, Energizers, & Activities to Keep Group Energized** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Outdoor Team Challenges Available** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Company will help with Venue Sourcing** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Facilitator was Featured in Forbes** | Yes |  |  |  |
|  |  |  |  |  |  |
|  | **Price Comparison** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Add Your Own Criteria** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Add Your Own Criteria** |  |  |  |  |

##### Business Case for Executive Retreat or Team Building

|  |
| --- |
| Before proceeding with an executive retreat or team building initiative, it is important for your executive team to assess the costs and benefits of such an initiative. Answering the following questions will help your team to undertake such an analysis: |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Step 1** | **Step 2** |  |
| **Step One: Identify Situations** | **Situation One** | Money | Time |
| *Focusing on the past year, please identify specific situations, events or circumstances involving members of your executive team:** *which could have been handled more effectively*

***or**** *in which team work difficulties resulted in:*
* *reduced efficiency and effectiveness in decision making*
* *increased costs*
* *difficulty in completing an initiative*
* *delays*
 |  |  |  |
|  | **Situation Two** |  |  |
| **Step 2: Situation Analysis***For each situation, identify what it cost the company in terms of:** *time and money to resolve the situation*
* *opportunity cost*

 *Quantify time lost by multiplying time vs. the salaries of the parties involved in the situation.* |  |  |  |
|  | **Situation Three** |  |  |
| **Step 3: Totals***Add up the amount of money that would have been saved or generated if the team had been able to work together more cohesively.* |  |  |  |
|  | **Situation Four** |  |  |
| **Step 4: Indirect Costs***Factor in indirect costs such as negative impact on morale and the erosion of team cohesion.* |  |  |  |
|  |  | **MONEY** | **TIME** |
| **Step 5: Proposed Investment***Use these figures to:* | **Step 3 Totals** |  |  |
| * *determine what it would be worthwhile to invest in team building*
 |  |  |  |
| * *set time and budget parameters*
 | **Step 4 Indirect Costs** |  |  |
|  |  |  |  |  |
| **Step 5**  | PROPOSED INVESTMENT |  |  |  |

# Executive Oasis International Team Building in Action

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Team Building Simulations | Availability | Managing Change & Uncertainty | Breaking Down Silos | Cross-Functional Teamwork | Fostering Innovation | Producing Results in Tight Timeframes |
|  |  |  |  |  |  |  |
| [Visexecutaries](http://www.executiveoasis.com/visexecutaries.html) \* | Globally |  |  |  |  |  |
| [Lemons to Lemonade](https://www.executiveoasis.com/lemonstolemonade.html) | Virtual/Global |  |  |  |  |  |
| [Inc. Inc.](http://www.executiveoasis.com/incinc.html) | Globally |  |  |  |  |  |
| [Restaurant Inc.](http://www.executiveoasis.com/restaurantinc.html) | Globally |  |  |  |  |  |
| [Viral Video DIY](http://www.executiveoasis.com/teambuildingtoronto.html#viralvideodiy) | Toronto |  |  |  |  |  |
| [Wilderness Survival](http://www.executiveoasis.com/wildernesssurvival.html) | Canada |  |  |  |  |  |
| [Wilderness Survival USA](http://www.executiveoasis.com/wildernesssurvivalusa.html) | USA |  |  |  |  |  |
| [Winter Team Building](http://www.executiveoasis.com/arcticsurvival.html) | Canada |  |  |  |  |  |
| [Black Gold Quest](http://www.executiveoasis.com/beautyoildubai.html) | UAE |  |  |  |  |  |
| [Desert Survival](http://www.executiveoasis.com/desertsurvival.html) | UAE, Oman |  |  |  |  |  |
| [Desert Survival USA](http://www.executiveoasis.com/desertsurvivalusa.html) | USA |  |  |  |  |  |
| [Island Survival](http://www.executiveoasis.com/islandsurvival.html) | Jamaica, Caribbean |  |  |  |  |  |
| [Mountain Survival](http://www.executiveoasis.com/mountainteambuilding.html) | Oman, Jamaica, Switzerland, Canada |  |  |  |  |  |
| [Beach Team Building](http://www.executiveoasis.com/beachteambuilding.html) | UAE, Asia |  |  |  |  |  |

**\*= Pronounced Viz-Zec-Cue-Taries**

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| --- | --- | --- | --- | --- | --- | --- |
|  | Availability | Managing Change & Uncertainty | Cross-Functional Teamwork | Improving Hand-offs & Transitions | FinancialAcumen | Thriving in a Fast-Paced Environment |
|  |  |  |  |  |  |  |
| [Cash Flow Game](http://www.thetrainingoasis.com/torontoteambuilding.html#cashflow) | Toronto |  |  |  |  |  |
| [Polo Team Building](http://www.executiveoasis.com/poloclinic.html) | Globally |  |  |  |  |  |

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|  | Destination Highlights | Sample Team Building | Synopsis |
|  |  |  |  |
| [Global](http://www.executiveoasis.com/teambuildinginternational.html) | Companies in every corner of the globe can benefit from these facilitated indoor team building simulations. | [Visexecutaries](http://www.executiveoasis.com/visexecutaries.html) **\*****\*= Pronounced Viz-Zec-Cue-Taries** | **Visexecutaries = Visionary Executives**An Apprentice inspired simulation familiarizing teams with a toolkit that they use to design, plan and execute a real, revenue-generating project. |
|  |  | [Lemon to Lemonade](https://www.executiveoasis.com/lemonstolemonade.html) | With organizations emerging from COVID-19 and preparing to ride the way of recession, this simulation gives tools and strategies to thrive in the midst of turbulence. |
|  |  | [Inc. Inc.: Breaking Down Silos](http://www.executiveoasis.com/incinc.html) | In this highly customizable and scalable simulation, participants experience roles that are very different from their current organizational roles. |
|  |  | [Restaurant Inc.](http://www.executiveoasis.com/restaurantinc.html) | Inspired by restaurant wars on reality TV cooking shows, this version of Inc. Inc. involves participants in designing the marketing strategy for a simulated restaurant and preparing signature dishes.  |
|  |  | [Cash Flow Game](http://www.thetrainingoasis.com/torontoteambuilding.html#cashflow) | Robert Kayosaki’s popular board game that teaches financial principles, an understanding of the stock market, and business against the backdrop of a changing and uncertain economic climate. |
| [Toronto](http://www.executiveoasis.com/teambuildingtoronto.html) | A multi-cultural urban centre in close proximity to rural and lakeside resort areas.  | [Viral Video DIY](http://www.executiveoasis.com/teambuildingtoronto.html#viralvideodiy) | Participants design, crew, shoot and launch a viral video. |
| [Dubai](http://www.executiveoasis.com/teambuildingdubai.html) | What better place is there to explore the dynamics of accelerated change and growth than in a destination that has undergone the most dramatic transformation on earth? Simulations can be offered in the desert, on the beach, or in the mountains | [Quest for Black Gold](http://www.executiveoasis.com/beautyoildubai.html) | In the desert, teams complete as they prospect for oil. The race is on as they locate and assemble a broken oil derrick and complete to pump oil. The debriefing focuses on uncovering hidden business opportunities. |

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|  | Destination Highlights | Survivor Team Building Series | Sample Tools | Sample Activities |
|  | While exploring the local culture and traditional lifestyle, teams have an opportunity to bond through destination specific outdoor team challenges. | Our Survivor team building retreats explores the dynamics of change and innovation. Facilitated themed exercises provide an opportunity to strategize away from day-to-day pressures. | * Idea Chains
* Grids
* SWOT Analysis
* Force Fields
* Storyboards
 | * Orienteering
* GPS Challenge
* Firestarter Challenge
* Outdoor Cooking
* Obstacle Courses
 |
| [Canada](http://www.executiveoasis.com/teambuildingcanada.html) | Against the backdrop of the changing seasons a range of outdoor team challenges can be incorporated into team building.  | [Winter Team Building](http://www.executiveoasis.com/arcticsurvival.html) | Same | * Snowshoeing
* Dog sledding
* Quinzhee Building
 |
|  | Each region of Canada has diverse cultural highlights to explore. | [Wilderness Survival](http://www.executiveoasis.com/wildernesssurvival.html) | Same | * Night Hike
* Horse Riding
* Canoeing
 |
| [USA](http://www.executiveoasis.com/teambuildingusa.html) | The diverse regions of the USA provide an opportunity for beach, | [Wilderness Survival USA](http://www.executiveoasis.com/wildernesssurvivalusa.html) | Same | Same |
|  | Mountain, desert, and snow team challenges. | [Desert Survival USA](http://www.executiveoasis.com/desertsurvivalusa.html) | Same | * 4 X4 Jeep Off-roading
 |
| [Dubai](http://www.executiveoasis.com/teambuildingdubai.html) | Exploration of Bedouin culture and traditions adds a rich experience to team building in Dubai. | [Desert Survival](http://www.executiveoasis.com/desertsurvival.html) | Same | * Dune Bashing
* Camel Safari
* Desert Camping
 |
| [Oman](http://www.executiveoasis.com/teambuildingoman.html) | Majestic mountains with sweeping panoramic views.... contrasting themes and landscapes.... rocks, caves, exotic Middle Eastern architecture, secluded beach hideaways, lush oasis springing from rocky mountains. | [Mountain Team Building](http://www.executiveoasis.com/mountainteambuilding.html)Beach Team [Building](http://www.executiveoasis.com/beachteambuilding.html) | Same | * Souk GPS treasure hunt
* Abseiling
* Mountaineering
 |
| [Jamaica](http://www.executiveoasis.com/teambuildingjamaica.html) | A tropical island with many resort areas and world class facilities for retreats, meetings, and incentives. Beach, rainforest, and mountain adventures are available. | [Island Survival](http://www.executiveoasis.com/islandsurvival.html) | Same | * Challenges on the Beach
* Swimming horses
* Jamaican Cooking
 |
| [Malaysia & Singapore](http://www.executiveoasis.com/teambuildingasia.html) | Experience the local culture and diverse landscapes. Keep abreast of emerging technology. | [Jungle Survival](http://www.executiveoasis.com/junglesurvival.html)Beach Team [Building](http://www.executiveoasis.com/beachteambuilding.html) | Same | * Jungle Camping
* Make bamboo dishes, utensils, & water bottles
* Aboriginal cooking
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# About Anne Thornley-Brown

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| **President, Executive Oasis International** |  | **Team Building Facilitator/OD Consultant Experience:** 20+ Years**Education:** MBA, MSW **Global Reach:** Companies from 18 countriesAnne Thornley-Brown, founder and President of Executive Oasis International. Anne has worked with clients in a variety of industries including telecommunications, banking, pharma, the airline industry, transportation, and the entertainment industry.Anne has facilitated team building and workshops from 18 countries including North America (Canada, USA), The Caribbean (Jamaica, Dominica, Barbados), The Middle East (Dubai, Oman, Saudi Arabia, Bahrain), Asia (Singapore, Malaysia, Thailand, India), Africa (South Africa, Egypt, Sudan).Anne’s clients have included Holt Renfrew, Bell Mobility, Telus Mobility, Rogers Communications, Bell Mobility, Nakheel/Dubai World, Bidvest (South Africa), Roche, Scalar Decisions, Manulife Financial, Ingram Micro, OCBC Bank – Malaysia, EPICPCS - USA, Sittercity, Xerox, IBM, and IKEA.During 18 tours of Asia, Anne has delivered seminars to over 2000 executives and managers In Asia, participants from a variety of organizations including Petronas, Samsung, Malaysian Airlines, Digi, Mobil/Exxon, Thai Airlines, Proton and Perodua, Bangkok Airways, and Dell Computers have attended her public workshops.Anne is also a popular blogger. She has written for Plan Your Meetings by MPI, The Huffington Post, Event Manager Blog, Cvent Blog, EventMobi Blog, and Elite Meetings. |

# Testimonials What Clients Are Saying Executive Oasis International

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| --- | --- | --- | --- | --- |
|  | *"The retreat went well. Anne provided useful techniques and was enthusiastic and informative. The leadership team enjoyed itself and learned so much about the value by each participant from our Leadership Team."* **Bob Boaldin,Founder/CEO****EPICPCS Elkhart, Kansas***“We recently employed Anne Thornley-Brown for a weekend team-building event in Dubai. The purpose of our retreat was to achieve a number of objectives:**1. Understand some of the barriers to successful team communication.**2. Realise the different styles each of us employed in our daily work.**3. Develop quicker and more focused tools for brainstorming.**4. Identify techniques to realising and then managing obstacles.**5. Think about current business issues and develop plans to work them through.**6. Have some fun!**The above were all achieved during the weekend through a combination of business exercises and fun activities. Anne managed to keep us all focussed and alert throughout the two days, as well as joining in a lot of the activities. All of the events were well developed & managed. We had a great time and took away a number of good learnings.**I have no hesitations in recommending Executive Oasis International to any interested companies.”***Akhtar Zahid, General Manager, CAPO., The Dal Group of Companies, Sudan** |  |  | *"During the team building session for the sales representatives of our Metal Division, we had an opportunity to experience an approach which was quite different from other programs that we have seen. All the members of our sales team were happy with the theme:* ***Survival Marooned in Jamaica's Cockpit Country****. You certainly helped build a better team spirit within our division."***Ernie Sweeney, Vice President****Wurth Canada***"Very well done! I admire the style in which the session was conducted and the manner certainly catalyzed active participation and discussions. Initially, it seemed to be just a series of enlightening discourses on increasingly sophisticated customer needs, the volatility of market vicissitudes, and the importance of cohesive teamwork. The real eye opener was that all participants were required to apply in a real life situation; within a specific time frame; all relevant business principles. The performance parameters and results were measured and shared with the entire group. The experience of actually applying what is preached is exciting and invaluable. The most valuable aspects of this session were the various tools that can be applied to assess relevant factors before a plan is put into action."***Ooi Joo Hong, Deputy General Manager (Marketing), Perodua Sales Sdn Bhd (Malaysia)***“I believe mixing the different levels of employees was critical to the success of the activities and projects. All energizers and immunity challenges were excellent. I plan to encourage my staff to more freely. The mind maps encourage equal participation from all."***Chris Goodwin, Store Manager,****Mister Safety Shoes, Toronto** |
|  | *“We had the pleasure of having Ms. Thornley-Brown assist us in developing an Arctic Simulation experience for 35 members of our team. Through the lead up to the event, Anne made herself available for discussion, planning and brain-storming. She was able to put together an effective, tailored package which aligned very well with our key challenges. Anne facilitated the sessions and empowered us to find unique and effective solutions within a collaborative environment. Thanks Anne!”***David Peterson, Executive Director, Indian and Northern Affairs Canada***"This was a great team building event. It helped generate some healthy competition while encouraging teamwork. It was a* ***BLAST!!"*****Pam Lepofsky, Manager, Internal Control, Xerox Canada***“Great fun, good exercise and challenging activity”***George Abate, Vice President, Chief Accountant****Xerox Canada***“Anne has tremendous expertise as a team building specialist and presentation skills coach. I hired Anne to train our in-house trainers in the delivery of training programmes. It was an excellent investment. Not only did she connect with the group immediately, but she also had them fully engaged to the very end. I also personally benefited by sitting through a few of her sessions. I would certainly hire Anne again.”***Phillip Brown, Director,****Human Resources & Administration at Caribbean Development Bank, Barbados***"A great team building event! Well developed and well executed!"***David Peneycad, Chief Administrative Officer, Grant Thornton** |  |  | *"The pacing was very good - perfect. There was no opportunity to lose interest. You are an excellent speaker. I really enjoyed listening to you!"***Deepa Chander,****Manager, Financial Services****Novo Nordisk Canada***"Fantastic - lots of fun. Everything was great. The outdoor activities were my favourite. Everyone had a great time getting to know each other."***Anu Holt, Reporting Analyst, Rogers Communication (Fido)***"Thank you Anne for keeping me motivated throughout the conference. I will use the tools (e.g. mind maps, force field analysis, storyboards, flow charts) as everyday problem solving techniques."* **Celeste Thompson, Store Manager,****Mister Safety Shoes, Toronto***“Anne is powerful and talented trainer. She captivates her audience and teaches them new skills through intelligent, interactive, and enjoyable instruction.”***Michael Waterfield****Management Consultant***"We continue to be impressed with the depth of information that you are able to uncover and assess...."* **Miguel Gonsalves,** **Director, TELUS Mobility***“Excellent facilitator. She greatly respected and accommodated our differences in learning styles. I left the session with many ideas and practices to think about and implement.”***Alison Saunders, Manager, Ikea** |

# About Executive Oasis International

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|  |  | With major shifts in the global geo-political landscape, the economy and business climate have entered a time of turbulence and uncertainty. As businesses become increasingly complex, connectivity is decreasing, and silos are becoming more entrenched. Effective cross-functional teamwork is a key driver of corporate success.In the midst of turbulence, even organizations with strong performance need to be alert, on top of their game, agile, and proactive enough to seize opportunities. Organizations need to spot and respond effectively to the trends that will have an impact on their business. Since 1996, Executive Oasis International, a Toronto team building and OD consulting firm, has helped rapidly changing organizations from 18 countries: |
|  |  | * Foster innovation.
* Strengthen team cohesion.
* Re-shape their corporate culture.
* Inspire teams that are tired or discouraged.
* Identify and tap into growing markets.
* Break down silos and improve cross-functional teamwork
* Design & execute innovative strategies to stay ahead of the competition.
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| **We’ll Bring our Oasis to You** |  | We have served clients from 18 countries including Canada, USA, Jamaica, Barbados, Dominica, Singapore, Malaysia, Thailand, United Arab Emirates (Dubai), Bahrain, Saudi Arabia, South Africa, Sudan. Clients have included Holt Renfrew, Bell Mobility, Mars Canada, Sunlife Insurance, Scalar Decisions, Sittercity, EPICPCS, Caribbean Development Bank, GSK – Saudi Arabia, Sidra Capital (Saudi Arabian), Bidvest (South Africa), and CAPO Diary – A Dal Company (Sudan).[Partial Client List](http://www.executiveoasis.com/clients.html)We specialize in the design and facilitation of executive retreats, team building, meetings, and brainstorming services. We also offer management consulting, organizational development (OD) and keynotes for conferences. |
| **Why an Oasis** |  | **From time immemorial, weary travellers have wandered through the desert in search of the next oasis to refuel, re-chart their course, and find the strength to continue their journey.** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | In the same spirit, Executive Oasis International creates a safe haven for corporate teams to pause, refuel, and pick up tools and strategies to help them on their journey to success. |  |
|  |  | Oasis = A place of calm and growth in the midst of turbulence. |

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