

Retreat evaluation survey

Leave your name off. Tell us how the retreat really went for you: the parts that worked and the parts to change.

Retreat _____

Date _____

For each statement, tick one box from 1 (strongly disagree) to 5 (strongly agree).

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
1 The retreat was worth the time away from my work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
2 I knew the purpose of the retreat before it started.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
3 The retreat achieved the goals we were given for it.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
4 I know what we decided and who is doing what next.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
5 I could say what I really thought, even when I disagreed.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
6 I got to know colleagues I rarely work with.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
7 I am leaving with an idea I will use in my work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
8 Next time, the free time between sessions should be: ☐ More ☐ About the same ☐ Less					
9 If the next retreat were optional, would you come? ☐ Yes, definitely ☐ Probably ☐ Not sure ☐ Probably not ☐ No					
10 Which part of the retreat was most valuable to you? ☐ Planning ☐ Activities ☐ Learning ☐ Free time ☐ Reflection					
11 What is one thing we should keep for the next retreat?					
12 What is one thing we should change for the next retreat?					

Thank you. Your answers shape the next retreat.

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Optional questions (1 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Before the retreat

13 What is the one question you most want this retreat to answer?

14 Which topics deserve the most time? (tick all that apply)

☐ Goals ☐ Teamwork ☐ Roles ☐ Customers ☐ Skills ☐ Successes

15 What would make this retreat a success for you?

☐ Clear decisions ☐ A stronger team ☐ New skills or ideas ☐ Time to think ☐ Solving one problem

16 How do you prefer to work through a hard topic?

☐ Whole group ☐ Small groups ☐ Pairs ☐ Think alone, then discuss

17 Is there a topic you would rather raise here, anonymously, than out loud?

18 Do you have dietary, access or health needs we should plan for?

End of day one

19 How is the pace of the retreat so far?

☐ Too slow ☐ About right ☐ Too fast

20 What should tomorrow have more of?

☐ Open discussion ☐ Real decisions ☐ Presentations ☐ Free time

21 What should we fix before tomorrow morning?

Optional questions (2 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Sessions and the mix of time

22 Next time, the time in presenter-led sessions should be:

☐ More ☐ About the same ☐ Less

23 Next time, the time for small-group and peer discussion should be:

☐ More ☐ About the same ☐ Less

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
24 Every session clearly served the retreat goals.	1	2	3	4	5

25 Which session should we shorten or drop, and why?

Venue, food and length

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
26 The venue suited the kind of work we came to do.	1	2	3	4	5
27 The meeting rooms were comfortable all day.	1	2	3	4	5
28 The food met my needs, including any dietary needs.	1	2	3	4	5

29 The length of the retreat was:

☐ Too short ☐ About right ☐ Too long

Leadership team and board retreats

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
30 We spent our time on decisions only we can make.	1	2	3	4	5
31 I left clear on our top three priorities.	1	2	3	4	5

32 The balance between big-picture strategy and operational detail was:

☐ Too much strategy ☐ About right ☐ Too much detail

Optional questions (3 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Six to ten weeks later

33 How many of the actions you agreed to at the retreat have you started?

☐ All ☐ Most ☐ Some ☐ None yet ☐ I took on none

STATEMENT	STRONGLY DISAGREE					STRONGLY AGREE				
34 Retreat decisions now show up in our daily work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
35 Leaders have followed up on what we agreed.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
36 I have worked with a colleague I met at the retreat.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					

37 What has most slowed down the retreat actions?

☐ Daily workload ☐ Unclear owners ☐ Priorities changed ☐ Waiting on others ☐ Nothing, on track

38 What would help keep the retreat decisions moving?

About you (optional)

39 How long have you worked here?

☐ Under 1 year ☐ 1 to 3 years ☐ 4 to 9 years ☐ 10 years or more

40 Is this your first retreat with us?

☐ Yes ☐ No

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