

7 Steps for Planning a Successful Team Offsite

If you're getting ready to plan your next company offsite, this guide is for you. Read on for our company offsite ideas to make your event a huge success.



Offsite events are more than just gatherings; they're opportunities to forge stronger bonds, cultivate shared goals, and foster a sense of camaraderie within your team.

Let's walk through the essential steps of crafting successful offsite events that drive tangible outcomes while ensuring a memorable experience for your participants.

1. Understand your team dynamic & goals, which could include:

- Enhancing trust among team members
- Improving team communication skills
- Fostering a stronger sense of team culture



2. Choose the right location that is easily accessible for all team members. Consider factors like:

- Transportation options
- Travel time
- Overall convenience



3. Create your agenda

- Welcome attendees with a laid-back happy hour or social gathering
- Kick-off with a word from leadership addressing the event goals
- Balance passive and active moments, such as interactive group discussions or workshops after lengthy keynote speeches
- Include moments of employee recognition to boost morale



4. Pick your team building activities

- Throw an improv workshop for quick-thinking and team building
- Spark friendly competition with trivia games
- Plan a mixology class or happy hour



5. Build in some down-time for everyone to relax and socialize

- Group mindfulness sessions
- Leisurely walk and talks
- Individual free time



6. Keep everyone well-fed and focused

- Offer snack stations with healthy options to maintain energy levels throughout the day.
- Ask the team about their dietary restrictions and have enough accommodations as needed.



7. Use post-event follow-up to gather feedback for reflection and improvement through:

- Surveys
- One-on-one conversations
- Group discussions



Leave the virtual event planning to Confetti 🎉

If your company doesn't have the resources to plan an offsite or wants to plan something more regularly, virtual team building activities with [Confetti](#) are the perfect solution.

[Contact us](#) to get started!