Offsite agenda template for a one-day team offsite

An offsite agenda template is a timed plan for a team day away from normal work: each block, its start and end time, what it should produce and who leads it. This kit gives you a one-day team offsite agenda from 09:30 to 16:15 in which every block uses a free Superglue kit, named with its free page, plus a half-day variant and a logistics checklist, each blank and filled. The Excel version calculates the start times from the durations and counts the open and overdue tasks for each owner.

60 minutes | 2–5 participants | Online and adaptable in person

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The outcome

In a 60-minute planning meeting the team lead, the facilitator and one or two team members fix the purpose and three outcomes of the offsite, choose a kit for each block, time the day with a buffer so that it ends when promised, and leave with a logistics checklist in which every task has one owner and a due date.

Before the session

- For team leads, internal trainers and facilitators who plan a one-day or half-day offsite for an existing team of 4–10 people. The planning meeting needs 2–5 people: the team lead, the facilitator and one or two team members; the office coordinator can join for the checklist.
- Six weeks before, agree the purpose and three outcomes with the sponsor in writing. An offsite without outcomes becomes a day of updates. If the real need is one decision, a 90-minute workshop may be enough; see the workshop agenda template.
- Before the planning meeting, open the free page of each kit named in the agenda and read its timing, group size and materials. Print this kit’s blank agenda and blank checklist, or open the Excel workbook on a shared screen.
- Plan access from the start: a step-free room, a quiet room, breaks every 90 minutes or less, and the agenda as plain text for screen readers. Ask about access needs and diet in writing, with every answer optional. Every block in the agenda is seated and allows passing and written answers.

Included in this kit

A facilitator run of show, participant worksheets with real tables, reference tables, debrief questions, adaptation notes and a follow-up plan. Use the editable Word copy to tailor examples and prompts before delivery.

Original material by Superglue. Timings are suggestions; adjust them to your participants. This resource has not been independently evaluated.

What is inside

- Blank offsite agenda
- Blank logistics checklist
- Filled example: one-day team offsite agenda
- Filled example: half-day offsite agenda
- Filled example: logistics checklist
- Facilitator section: run of show, reference tables, debrief and adaptations

Blank offsite agenda

Use it for a full day or a half day. Write the hard times first, then the blocks. For each block, name what it produces, the kit that runs it and its free page. Type is session, break, lunch or buffer.

Team, date, venue, start and end time, facilitator, timekeeper and note-taker

_____

When we leave, we will have (up to three outcomes)

_____

Start	End	Min	Type	Block and what it produces	Kit to use	Free page	Lead
			Session	Open: why we are here, three outcomes, how we work today			
			Buffer	Buffer			
			Session	Close: read back, then a closing plan			

Blank logistics checklist

One row for each task. Write one owner who has said yes. Days before counts back from the offsite date; a negative number is a task after the day. Status: open, done or dropped.

Offsite date and the person who checks the list each week

_____

#	Task	Owner	Days before	Due	Status
C1					
C2					
C3					
C4					
C5					
C6					
C7					
C8					
C9					
C10					
C11					
C12					
C13					
C14					

Filled example: one-day team offsite agenda

Fictional: a customer onboarding team of ten, Thu 12 Nov 2026, 09:30 to 16:15. 405 minutes: 300 in sessions, 30 in breaks, 60 for lunch, a 15-minute buffer.

Start	End	Min	Type	Block and what it produces	Kit to use	Free page	Lead
09:30	09:50	20	Session	Open: why we are here, three outcomes, how we work today. Produces: outcomes on the wall, a parking sheet.	This kit	/resources/offsite-agenda-template/	Team lead
09:50	10:00	10	Session	Check-in round: one question, one sentence each, passing allowed. Produces: a sense of the room.	Team check-in questions	/resources/team-check-in-questions/	Facilitator
10:00	10:45	45	Session	Look back at the last six months. Produces: specific observations and one improvement experiment.	Retrospective template	/resources/retrospective-template/	Facilitator
10:45	11:00	15	Break	Break	—	—	—
11:00	11:45	45	Session	Choose up to three priorities from the pre-work list and the look-back. Produces: a decision per item, a “not now” list.	Prioritization matrix	/resources/prioritization-matrix/	Facilitator
11:45	12:45	60	Lunch	Lunch together. Work talk is optional.	—	—	—
12:45	13:45	60	Session	Three seated paper exercises in two table groups of five. Produces: one team agreement.	Team building activities for work	/resources/team-building-activities-for-work/	Facilitator
13:45	14:45	60	Session	Working agreements check: keep, change or add. Produces: up to three changed or new agreements, each with a steward.	Team charter template	/resources/team-charter-template/	Team lead
14:45	15:00	15	Break	Break	—	—	—
15:00	15:45	45	Session	Action plan for priority 1 in full. Priorities 2 and 3 get an owner who runs the same template by Thu 26 Nov.	Action plan template	/resources/action-plan-template/	Team lead
15:45	16:00	15	Buffer	Buffer for a block that ran over. If nobody needs it, the close starts early.	—	—	Facilitator
16:00	16:15	15	Session	Close: read back priorities, agreements and actions (5 min), then the 10-minute closing plan. Produces: action cards.	Closing activities for training	/resources/closing-activities-for-training/	Facilitator

Filled example: half-day offsite agenda

The same fictional team if only a morning is possible: 09:00 to 12:30, 210 minutes. 175 in sessions, a 20-minute break and a 15-minute buffer. The team building and the charter check move to a team meeting within four weeks.

Start	End	Min	Type	Block and what it produces	Kit to use	Free page	Lead
09:00	09:15	15	Session	Open: why we are here, three outcomes, how we work today. Produces: outcomes on the wall, a parking sheet.	This kit	/resources/offsite-agenda-template/	Team lead
09:15	09:25	10	Session	Check-in round: one question, one sentence each, passing allowed.	Team check-in questions	/resources/team-check-in-questions/	Facilitator
09:25	10:10	45	Session	Look back at the last six months. Produces: specific observations and one improvement experiment.	Retrospective template	/resources/retrospective-template/	Facilitator
10:10	10:30	20	Break	Break	—	—	—
10:30	11:15	45	Session	Choose up to three priorities from the pre-work list and the look-back. Produces: a decision per item, a “not now” list.	Prioritization matrix	/resources/prioritization-matrix/	Facilitator
11:15	12:00	45	Session	Action plan for priority 1 in full; owners named for priorities 2 and 3.	Action plan template	/resources/action-plan-template/	Team lead
12:00	12:15	15	Buffer	Buffer for a block that ran over. If nobody needs it, the close starts early.	—	—	Facilitator
12:15	12:30	15	Session	Close: read back priorities and actions (5 min), then the 10-minute closing plan.	Closing activities for training	/resources/closing-activities-for-training/	Facilitator

Filled example: logistics checklist

The same fictional offsite, as the list stood on Monday 2 November, ten days before. Fifteen tasks: six done and nine open. C6 is four days overdue, and three open tasks are due within seven days (C7, C9 and C10).

#	Task	Owner	Days before	Due	Status
C1	Agree the purpose, three outcomes and the date with the sponsor	Team lead	42	Thu 1 Oct	Done
C2	Book a step-free room with daylight, movable tables for two groups of five and a quiet side room	Office coordinator	35	Thu 8 Oct	Done
C3	Send a save-the-date with the start and end times and how to get there	Team lead	35	Thu 8 Oct	Done
C4	Ask everyone in writing about access needs, diet and travel limits; every answer is optional	Office coordinator	28	Thu 15 Oct	Done
C5	Choose the kit for each block, read each kit and list what to print	Facilitator	21	Thu 22 Oct	Done
C6	Collect 8 to 15 candidate items for the priorities block, in writing	Facilitator	14	Thu 29 Oct	Open
C7	Send the agenda, the pre-work and a plain-text copy for screen readers	Team lead	10	Mon 2 Nov	Open
C8	Name the timekeeper and the note-taker and brief them	Team lead	7	Thu 5 Nov	Done
C9	Confirm catering numbers and dietary needs with the venue	Office coordinator	7	Thu 5 Nov	Open
C10	Print the worksheets and cards; pack pens, sticky notes, a timer and the parking sheet	Facilitator	3	Mon 9 Nov	Open
C11	Set up the call link, captions and a buddy in the room for anyone who joins remotely	Facilitator	2	Tue 10 Nov	Open
C12	Check the room: tables, screen, wifi, signs and the quiet room	Office coordinator	1	Wed 11 Nov	Open
C13	Send the write-up: priorities, agreements and the action plan	Note-taker	-1	Fri 13 Nov	Open
C14	Send three feedback questions; answering is optional	Facilitator	-1	Fri 13 Nov	Open
C15	Put a 30-minute action review on the team meeting of Thu 17 Dec	Team lead	-4	Mon 16 Nov	Open

Facilitator run of show

1 Name the purpose and three outcomes | 5 minutes

Read the sponsor's purpose aloud. Ask: "When the team walks out at the end of the day, what will it have that it does not have now?" Write up to three outcomes as things you can see, such as "up to three priorities for the next six months, each with an owner". If the group names more than three, ask: "Which of these could a team meeting do instead?"

2 Fix the frame: length, hard times and people | 10 minutes

Decide one day or half a day. Write the hard times first: the start, lunch, the end and any travel. Count the people; the kits in this agenda are written for 4–10. Agree who cannot be there and how they will hear the outcomes. Say: "The end time is a promise. We plan to finish on time, not to run over."

3 Choose a kit for each block and check the chain | 15 minutes

Go through the kit map. For each outcome, choose the block that produces it and the kit that runs it. Then check the chain from left to right: "What does this block produce, and which later block uses it?" A block that feeds nothing is a candidate to cut. Each kit's free page has the full instructions, timing and printable sheets; the kit map shows only how the blocks connect. Write the kit name and its free page on the agenda, so that every lead can read the instructions before the day.

4 Time the day and keep a buffer | 10 minutes

Write the minutes of each block from its kit, not from hope. Add a break at least every 90 minutes, a lunch of 60 minutes and a buffer of 15 minutes before the close. Add up the minutes, or let the Excel agenda do it, and compare the end time with the promise. If it does not fit, cut a block; do not shorten every block a little.

5 Build the logistics checklist | 12 minutes

Start from the starter tasks in the checklist and cross out what does not apply. For each task, ask: "Who will do this, and how many days before the offsite?" Write one owner who says yes, never "all". Enter the offsite date in the Excel checklist so that the due dates calculate, and agree who looks at the open and overdue counts each week.

6 Agree roles, pre-work and the invitation | 8 minutes

Name the facilitator, a timekeeper and a note-taker; see the roles table. Agree the pre-work: each person sends up to three candidate items for the priorities, in writing, 14 days before. Draft the invitation together: the purpose, the three outcomes, the times, the place, what to bring and how to ask for access needs. Read the checklist back and end on time.

Reference tables

Kit map: what each block needs and produces

Block	Kit and free page	Print or prepare	Produces	Passes to
Check-in	Team check-in questions, /resources/team-check-in-questions/	One question card, read aloud and shown on a sheet	A sense of the room; up to three needs moved onto the parking sheet	Nothing is recorded

Block	Kit and free page	Print or prepare	Produces	Passes to
Look back	Retrospective template, /resources/retrospective-template/	A worksheet for each person and sticky notes	Specific observations from the period and one improvement experiment	Issues worth acting on join the candidate list for the priorities
Priorities	Prioritization matrix, /resources/prioritization-matrix/	Criteria sheet, scoring slips and the board; the candidate list from the pre-work	A decision for each item, committed days and a “not now” list	Up to three priorities go to the action plan
Team building	Team building activities for work, /resources/team-building-activities-for-work/	One exercise pack for each table group of five	What helped after each exercise and one team agreement	The agreement opens the charter check
Charter check	Team charter template, /resources/team-charter-template/	The current charter printed, or a blank charter if there is none	Up to three changed or new agreements, each with a steward and a review date	The close reads them back
Action plan	Action plan template, /resources/action-plan-template/	The action plan canvas on a wall or a screen	For priority 1: three to seven actions with owners, first steps and dates	The write-up and the review on Thu 17 Dec
Close	Closing activities for training, /resources/closing-activities-for-training/	One action card for each person	A personal action for each person; open questions routed	The feedback questions after the day

Roles before and on the day

One person can hold two roles in a small team, but the facilitator should not also take the notes.

Role	Before the day	On the day
Team lead (sponsor)	Agrees the purpose and outcomes, sends the invitation and the agenda	Opens with the facilitator, leads the charter check and the action plan, takes part like everyone else
Facilitator	Chooses and reads the kits, plans the materials, collects the pre-work	Runs the blocks, keeps the process neutral, decides with the timekeeper when to use the buffer
Timekeeper (a team member)	Reads the agenda and the end time of each block	Gives a two-minute warning before each block ends. Hands over after lunch so that one person does not miss half the day
Note-taker (a team member)	Prepares one sheet with three headings: priorities, agreements, actions	Writes the outputs of each block and reads them back at the close. Sends the write-up the next working day
Office coordinator (host)	Books the room and catering, collects access and diet needs	Checks the room, the quiet room and lunch; is the contact for the venue

Run the opening block (20 minutes)

The one block that no other kit covers. For the half day, take 15 minutes: walk the agenda in three minutes and take questions in two.

Minute	What you do	Words to say
0–3	Welcome and the reason for the day	“Thank you for coming. Today we look back at the last six months, choose what matters for the next six, and check how we work together.”
3–8	Read the three outcomes and put them on the wall	“By 16:15 we will have up to three priorities, our working agreements checked, and an owner and a first step for each priority.”
8–13	Walk through the agenda on the wall	“Here are the breaks, lunch and the buffer. We end at 16:15. If a block runs over, the buffer takes it; we will not run late.”
13–17	How we work today	“Passing is fine in every round, and you can always write instead of speaking. Please step out for calls. Photos of boards are fine; photos of people only with their yes. The quiet room is next door.”
17–20	Questions and the parking sheet	“What do you need to know before we start? Anything that is not for today goes on the parking sheet. At the close we decide where each item goes.”

Swap a block

Keep the order: look back, choose, agree how to work, plan, close. A swap changes the kit, not the chain.

Situation	Swap	Kit and free page	Effect on the day
The team faces a change outside its control, such as new rules or a new market	Replace the look-back with a SWOT	SWOT analysis template, /resources/swot-analysis-template/	90 minutes instead of 45. The day ends at 17:00 instead of 16:15.
One or more people join remotely, or the whole team is remote	Replace the paper exercises with online ones	Online team-building activities, /resources/online-team-building-activities/	Same 60 minutes. Cameras stay optional.
The company has values, but the team has never said what they mean in daily work	Replace the charter check with a values workshop	Team values workshop, /resources/team-values-workshop/	90 minutes instead of 60. The day ends at 16:45 instead of 16:15.
The team has no charter yet	Keep the block and write three agreements from scratch	Team charter template, /resources/team-charter-template/	Same 60 minutes.
Only half a day is possible	Use the half-day agenda	This kit	09:00 to 12:30. The team building and the charter check move to a team meeting within four weeks.

Debrief and next steps

Questions for reflection

- Which block produced what the agenda said it would, and which did not? What was missing: time, input or the right people?
- Did the day end at the promised time? If the buffer was used, which block ran over, and why?
- Which output of the morning did the afternoon actually use, and which was left on the wall?
- Who spoke least during the day, and which written route or smaller group would help them next time?

Adapt the session

- For a small team of four or five, keep the blocks but run every round as one group, and play the team-building exercises as one table. Keep the timings; a block that finishes early adds its minutes to the buffer.
- For a short version, use the half-day agenda: open, check-in, look back, priorities, action plan and close, from 09:00 to 12:30. Move the charter check to a team meeting within four weeks.
- Online or hybrid, swap the paper exercises for the online team-building activities, cut blocks to no more than 60 minutes, add a ten-minute break every hour and end by 15:30. Keep captions on, make cameras optional and give each remote person a buddy in the room.
- For people who prefer not to speak in a group, collect the pre-work and all rounds in writing first, and read contributions aloud without names. Say at the start that passing is fine in every round, and keep the quiet room open all day.
- For a team of 11 to 20, run the look-back and the scoring in two groups of up to ten, then merge the results in a 15-minute plenary. Add those minutes to the day, or take them from the buffer and a break.

After the session

On the next working day, the note-taker sends one page: the priorities, the agreements with their stewards, the action plan, and where each item on the parking sheet went. Send three feedback questions with answering optional. Within two weeks, the owners of priorities 2 and 3 run the action plan template with a smaller group. Five weeks after the offsite, spend 30 minutes of a team meeting on the actions: done, open or dropped.

Questions people ask

What should an offsite agenda include?

Up to three outcomes, then each block with its start and end time, its type, what it produces, the method or kit that runs it and a lead. Add breaks at least every 90 minutes, lunch, a buffer before the close and a fixed end time. A logistics checklist with one owner and a due date per task belongs with it.

How long should a team offsite be?

This kit plans one day from 09:30 to 16:15, which is 405 minutes with 300 minutes of sessions, and a half day from 09:00 to 12:30. Both are planning examples. Choose the length from the outcomes: if one decision is all you need, a workshop of 90 minutes may do.

How is this different from the workshop agenda template?

The workshop agenda template plans one session of about 90 minutes around one problem. The run of show template is the backstage plan of cues and tech for a live session. This kit plans a whole day from several

existing kits, shows how the output of each block feeds the next, and adds a half-day variant and a logistics checklist.

Can we run the offsite online or hybrid?

Yes, with changes. Swap the paper exercises for the online team-building activities, keep blocks to 60 minutes or less, add a break every hour and end earlier. In a hybrid room, give each remote person a buddy in the room and put every written round in a shared document.

Do I need a facilitator from outside the team?

No. An internal trainer or a colleague from another team can run the kits. The team lead should not facilitate and lead the content at the same time, so this agenda gives them the charter check and the action plan and gives the rest to the facilitator. This kit does not cover travel, budgets or venue contracts.

What is included in the free and editable files?

The open PDF has the blank agenda, the blank logistics checklist, the filled one-day and half-day agendas, the filled checklist, the planning meeting, the kit map, the opening script, the swap and roles tables. Subscribers also receive the editable Word file, an Excel workbook whose agendas calculate the times and whose checklists count open and overdue tasks per owner, and a CSV of the one-day agenda. The kits named in each block have their own free pages.

Use and sharing

Free to use and adapt in your own training sessions, including paid client work. Do not resell or redistribute the unmodified download as a standalone product. Share the resource page instead.