LRC Administrative Staff
In-House Retreat
The Value of You
July 29th & 30th, 2021
Capitol Annex Campus

LRC’s most valuable asset is you!
Lots of our administrative people don't get to travel for conferences, but that doesn't mean they can't benefit from some professional development.

If you think it would be a good idea, please give some thought to what a two-day, onsite retreat geared towards our administrative professionals might look like. This is something I would be willing to spend money on...

-Jay Hartz, LRC Director
(Email; March 2021)
Our theme for the retreat was "The Value of You!" We added activities, speakers, and discussions that built from that theme. We also hired an emcee to host the retreat to give it a different feel.
AGENDA- FINDING VALUE

We recruited vendors to speak to the group, and to individuals at lunch, about employee benefits that are easily overlooked. We did a Vendor Bingo drawing to encourage participants to speak with all our vendors.

We also encouraged staff to sit with colleagues they didn’t know and find commonalities. This helped them find value in themselves, their work, and their colleagues.
AGENDA- ADDING VALUE

There were at least 4 specific professional development segments offered to attendees, outside of the opportunity to discuss issues, network with others, and speak with vendors:

- Time management
- Customer Service
- Dealing with difficult people
- Navigating our professional development program MyPurpose
- **NCSL was a huge hit with our audience!**
There was a panelist segment per day featuring at least one staffer from each department: legislative assistant, committee assistant, and administrative assistant. Panels:

- Allowed departments to speak directly to one another about needs
- Spotlighted top-performing staffers
- Gave them a chance to advocate for their team
- Pinpointed natural leaders for follow-up discussions
Watch our "Value" video!

COMMUNICATION STRATEGY

- Save the date card given out at LRC's Administrative Professional's Ice Cream Social
- Invite video (above)
- Formal letter to staff
- Periodic emails
- Email to legislators
- Director's message (in their retreat folder)
- "Thank You" cards sent afterward to all collaborators

Click to see Director's message to staff
LITTLE THINGS/BIG IMPACT

- Photobooth
- Door prizes
- Giftbags and personalized retreat folders
- **Event emcee**
- It looked and felt like an off-site conference!
WHAT PARTICIPANTS SAID

"Unbiased, Non-judgmental, dedication to all!"

"Uplifting!"

"The retreat has been a refreshing moment away and I’m ready to practice new skills on Monday!"

"I truly appreciate this opportunity to gather with my coworkers, share thoughts and spread appreciation throughout this retreat."

"Loved the training- it’s nice to remember why we chose to work here and how important we are to the legislative process."

"It was encouraging that management understands and cares about the needs of staff!"

"Loved the opportunity to ask hard questions of leadership. We don’t always feel we can ask different coworkers how we can work better together. The panel helped with this!"

"This needs to be an annual event!"
WE FOLLOWED UP

Attendees returned to their workstations to multiple, tangible takeaways from the retreat, including:

- Providing KEAP services onsite one day/week
- Providing professional development days one day/month
- Audience with legislature leadership
- Employee recognition- the importance of the work they perform each day
- Made new friends
- Tips that support staff professionally and personally
WE HAD FUN!