**Retreat Program**

***Organisers’ Copy***

**Day 0: 15 Nov 2017, Wednesday**

* Chwee Wei, Jin Rong: To check on room setup in 38th Staff Lounge, 38 TR1, 38 TR2, 39 TR1, 39 TR2
* Daphne: Place table numbers on the table.
* Gamemasters (Kai Jun, Raymond, Shreeya): Collect gold coins and green lanyard from Chwee Wei
* Phyllis: Collect Mobile WIFI from Helpdesk. Distribute to teams.

**Day 1: 16 Nov 2017, Thursday**

**Important Note:**

1. **There’ll be a fire drill on 16 Nov, Thursday. ISPVMF and the facilitators of the workshop is exempted from the fire drill.**

**We have set aside ½ hour for tea break. We will utilise 15 mins for tea break when the fire drill goes off.**

1. **We do not have designated photographers. Please take as more photos as possible and feel free to post on Yammer.**

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| **Time** | **Agenda** | **Notes** | **IC** | **Venue** |
| 7:30 | Arrival of Retreat Committee | * Help out with setup of breakfast and any last minute setup * Gabriel to setup slides and pigeon hole |  | 38th Staff Lounge & 38TR1 combined |
| 8:15 | Light Refreshments (Breakfast) | * Belicia: Souvenirs   + CAID will setup table at the back of the room for distribution.   + Put aside souvenirs for overseas staff and those on leave * All: prod people along to take their seats at 8:40 am so that we can start on time | Belicia |
| 8:45 | Welcome Address By Hoe Yin | * Phyllis   + To prompt Hoe Yin to start at 8:45 am * Hoe Yin will be standing to give his welcome speech, no slides | Phyllis |
| 9:00 | Address By Kok Huat & Q&A | * Gabriel – to check with Kok Huat, Peter and Hoe Yin whether they want hardcopies of the questions. * Gabriel – to project the pigeon hole login instructions. * Hoe Yin will invite Kok Huat to give his address and explain the context to the pigeonhole survey * Kok Huat’s address will last 15 mins, no slides * After his address, he and Peter will take their seats in front of group. Show pigeonhole login first, followed with pigeonhole questions. * Phyllis will emcee the pigeonhole segment until 9:50 am. Gabriel to manage the pigeonhole. * At 9:50 am, Phyllis will invite questions from the floor. | Phyllis  Gabriel |
| 10:00 | Demo/Sharing of TD Initiatives | * TD will project from their laptop. * At the end of the session, Gabriel will project the workshop groupings on screen. * Gabriel - to inform the folks to move to their respective locations. | Gabriel |
| 10:30 | Setup for workshop | * TD Emcees & Facilitators to gather for setup and get ready for workshop. | Javan | Team A: 39TR2  Team B: 39TR1  Team C: 38TR2 |
| 11:00 | Workshop – Taming the Python | * Refer to group arrangements in handbook. * Ask staff to write their names on the card on the table. One card per table. * Format: Lecture style and individual staff to do hands-on during the Baby Python session.   11:00 : Staff move to respective locations  11:10 : Video, quotes, aim program (slides 1 – 5)  11:15: Introduction (Slides  11:30: Baby Python (Slides | Shirley  Chwee Wei  Team A (39TR2):  Kai Jun  Javan  Su Ming  Team B (39TR1):  Raymond  Weihan  Wisanto  Team C (38TR2):  Shreeya  Danny  Varun |
| 12:30 | Lunch | * Staff to collect bento set and eat at their tables in the workshop. Bento sets will be placed at the collab area outside 39th gym and 38th Staff Lounge. * ½ lunch break and staff can continue eating at their tables. |  |
| 13:00 | Workshop – Taming the Phython | * Format: Lecture style and individual staff to do hands-on during the Baby Python session.   13:00 : Say Hello to ReBot (Slides)  13:30 : Taming the Python (Slides)  14:30 : Rebot Challenge (slides)   * Gold coins will be used at this stage. * **Please don’t eat the gold coins as we don’t have extras! ☺**   16:30: Idea Generation and Pitch Preparation   * Staff can use materials (pencils, paper, flipcharts etc) to discuss * Aim is for people to brainstorm how they can apply what they have learned today to business. * 2 sub-teams combined into 1 – So total we will have 7 teams * 10 mins - The 7 teams will discuss within their teams. Prepare 3 min pitch * 21 mins – Each team will present (3 \* 7 = 21) * 14 mins – The larger group to discuss 2 groups to represent * While teams are discussing, gamemasters can start counting the gold coins. There’s no need to collect back the gold coins. Staff can keep the gold coins after you have counted them. * What to do in case of tie between sub-teams -> conduct tie-breaker game. Tie-breaker event is the the subteam that can solve the most number of challengers within 3/5 mins. * Gamemasters to whatsapp the following info to Shirley (98768528) by 5:15pm (latest) * Total Coins Earned By the Group * Best Sub Team Number, Team Member’s Names, Number of Gold * Best Tech Guru * In case of a group tie, we will play Kahoot in 38th auditorium. Gamemasters of these groups will ask for 3 reps to play the game. * Gamemasters, please watch the time and be back at 38th Auditorium by 5:30 pm. | Shirley  Chwee Wei  Team A (39TR2):  Kai Jun  Javan  Su Ming  Team B (39TR1):  Raymond  Weihan  Wisanto  Team C (38TR2):  Shreeya  Danny  Varun |
| 17:30 – 18:15 | Closing | * Chwee Wei – Setup the decibel meter on the laptap in 38th Auditorium * Chwee Wei – Be ready with Kahoot (if necessary) – 3 questions * Chwee Wei – Get ready prizes   5 mins : Shirley to kick-off to welcome everyone back to 38th Auditorium.  5 mins: Run the Kahoot Game (if necessary)  18 mins: 6 teams will do their pitch (3 \* 6)  5 mins: Run the voting mechanism to pick the Best Salesman.  10 mins: Invite Hoe Yin to give out prizes  10 mins: Hoe Yin to give closing and LSA  5 mins: Logistics Reminder From Shirley | Chwee Wei  Shirley | 38 Auditorium |

**Day 2: 16 Nov 2017, Friday**

**16 Nov and 17 Nov**

**Bus Coordinators (Shreeya, Chris, Phyllis, Eline)**

Pls do headcount checks every time we get back on the bus. Don’t want to leave anyone behind !

Continue to take photos and post on Yammer !

Games team – remember to bring the food trail and lucky draw prizes along

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| **Time** | **Agenda** | **Notes** | **IC** |
| 0700 | Batch 1: Depart from Singapore for Melaka | * Bus coordinators to take attendance * Bus coordinators to welcome everyone, let them know that we are heading for Dim Sum Breakfast * Ask people to prepare their passports upon reaching the customs. * At Singapore customs, they should bring their valuables along with them * We will change to a local Malaysia bus in Johor custom. So, everyone should bring their belongings along. |  |
| 0730 | Batch 2: Depart from Singapore for Melaka |  |
| 0830 | Dim Sum Breakfast | * FYI – limited toilets |  |
| 0930 | Proceed to Durian Plantation | * Collect Otah Order (collection is on Saturday in Yong Peng) |  |
| 1200 | Durian Feast | * Local fruits provided |  |
| 1300 | Proceed to Melaka |  |  |
| 1400 | Lunch & Cooking Session | * Cooking session dish = Ayam Ponteh * Mock ayam for the vegetarians * At the end of the cooking session, we will run the lucky draw for 5 of the prizes * Let people know that we are heading to the hotel now and they have half an hour to freshen up. * Belicia to run through the food trail game challenge & distribute RM then * Let people know that the bus transport home are at 830 and 10pm and location to wait | Belicia/Phyllis  Kai Jun (run the lucky draw app?) |
| 1630 | Check-in & Freshen up |  |  |
| 1700 | Proceed to Jonker Street |  |  |
| 1730 | Food Trail Game cum Dinner |  |  |
| 2000 | Free & Easy (eg: Shopping at Jonker Street, River Cruise, Massage, Karaoke) |  |  |
| 2030 | 1st Bus – Transport back to Hotel |  |  |
| 2200 | 2nd Bus – Transport back to Hotel |  |  |

**Day 3: 17 Nov 2017, Saturday**

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| **Time** | **Agenda** |  | **IC** |
| Own time, own target | Breakfast |  |  |
| 0800 | Heritage Walk (Trail will cover historical sites of Melaka including A Famosa and Dutch Square) – *Optional*  Alternatively, you may want to enjoy the hotel facilities or go shopping. Shops open at about 10 am – 1030 am. |  |  |
| 1030 | Return to Hotel from Heritage Walk |  |  |
| 1130 | Check out from Hotel |  |  |
| 1200 | Depart for Lunch |  |  |
| 1230 | Local Chinese Lunch | * After lunch * Run lucky draw for the remaining prizes * Announce the winner of food trail * Announce the birthday surprise for Hoe Yin * Ask whether Hoe Yin has anything to add | Raymond |
| 1400 | Proceed back to Singapore |  |  |
| 1600 | Stopover for YOLO Local Product &  Collection of Otah (Pre-Order) | * Also toilet break |  |
| 1645 | Proceed back to Singapore |  |  |
| 1900 | Arrival in Singapore |  |  |

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| Team A (39TR2):  Kai Jun  Javan  Su Ming | Maji  Dennis  Yash  [Sang] Guest visit |
| Team B (39TR1):  Raymond  Weihan  Wisanto | Gabriel  Jianlin Lu  Maheen Syed [Sang] Guest visit |
| Team C (38TR2):  Shreeya  Danny  Varun | Pjay  Andrew  Thomas  [Sang] Guest visit |
|  | Stephen Hua  Johnny – May not |