

**Final
CCC Annual Staff Retreat 2017**

“From Good to Great”

Date: 19-22 December 2017

Venue: Mondulkiri Hotel

Organizer:	Soeung Saroeun, Sin Putheary, El Sotheary, Khorn Bunthong
Logistics team:	Rotha, Polin, Vutheavy, Soy Bora, Nhoek, Soy Dara, Sophany
First aid team:	Satya, Sophany, Typo, Sokdeth
Entertainment team:	Bansok, Mara, Sovann
Master of Ceremony:	Kao Peou Leakehena, Soeng Nhoek, Bunsodany, Pheakdey
Media team:	Monireth, Veasna, Vatanak, Putheary
Minute takers:	Luy Theary, Seng, Sochoeun

Introduction:

The Cooperation Committee for Cambodia (CCC) was established in 1990, and was deeply recognized as the largest membership based organization in Cambodia. CCC currently has more than 160 NGOs as members, comprised of both local and international NGOs. CCC provides diverse services for member and partnership organizations, as well as for the improvement of CSOs in coordination, advocacy, and networking for institutional effectiveness and better enabling environment.

To celebrate the annual achievements and reflect on the improvement parts to ensure the better quality services for its members and civil society, staff retreat is traditionally held outside of Phnom Penh during 2nd or 3rd week of December. This is the flourish CCC staff gathering which is bringing all voices of staff at all level.

To move from GOOD TO GREAT, we are supposed to present our achievements, to seek for our improvements, and to plan for the future. CCC staff has a great chance to share their inputs, reflections, perspectives to this retreat journey. The topics of the staff retreat are mainly on the concerns or enlighten aspects of staff over the past twelve months. The presentation on operation plan 2018 will be included. The energizers and achievement video will be played on those days.

Goal: Recharge energies of staff members and strengthen working spirit and approaches to transform CCC from Good to Great.

Objectives:

- To appreciate the achievements of 2017 and to thank CCC staff for their commitments and contributions to CCC throughout the year.
- To comprehend CCC operational plan 2018
- To provide platform on internal communication & relationship, working environment and policy debate and discussion
- To build staff understanding on risk mitigation
- To refresh the understanding of CCC policies and GPP compliance among all staff members.
- To relax and strengthen a strong relationship, mutual understanding, and team spirit among staff members and management.

Expected outcome:

- Key achievements of 2017 and staff contribution to GHP appreciated.
- Operational plan 2018 verified by all staff members.
- Internal communication & relationship, working environment and policy development promoted.
- Risk mitigation understood by all staff members.

- CCC policies and GPP compliance refreshed for all staff members.
- Team spirit among staff members strengthened.

Day 1: 19 Dec 2017

Time	Items	Description (processes and tools)	Facilitator
6:30	Gather at CCC office		All
7:00	Depart from CCC office to Mondulkiri Province	In the bus, the facilitators are requested to lead staff members to have educational entertainments. Breakfast will be served at Kampong Tram (Prek Lieb). The bus will stop for about 20 minutes for breakfast and restroom, and group photos.	Bansok, Mara, Sovann
12:00 – 13:00	Arrive at Snoul, Kratie Province: Lunch at Snoul	Lunch will be served at Snoul, Kratie Province	All
13:00 – 15:00	Arrive at Mondulkiri Hotel	Check-in at Mondulkiri Hotel	All
16:00 – 18:00	Visit Dos Kromom mountain	All staff are invited to visit Dos Kromom mountain to see the overview of Sea of Forest Group photos	All
19:00 – 20:30	Dinner	Dinner will be served at ???	Rotha, Polin, Vutheavy, and Bora

Day 2: 20 Dec 2017

Time	Items	Description (processes and tools)	Facilitator
6:20 – 7:00	Joint exercise	Everyone will need to do a joint exercise every morning led by the facilitators. Those who are late or absent will be punished.	Nareth and Satya
7:00 – 8:00	Breakfast	Breakfast will be served at Mondulkiri Hotel	All
8:00 – 8:15	Open remarks (15 mins.)	Impression from staff (lottery: staff who join public speaking course) Open remarks by CCC Executive Director	Staff Saroeun
8:15 – 10:00	Promotional of CCC and Appreciations of key achievements in 2017	CCC Promotional Video (CCC Services, 10mn) Quiz with Awards to Winner Team The questions of quiz will be shown on the screen and the correct answers will be recorded.	Putheavy and staff members

Time	Items	Description (processes and tools)	Facilitator
		<p>The winner team will be announced and awarded. The loser team will be punished to sing or dance.</p> <p>Presentation on Key Achievements of CCC 2017</p> <p>Each of the five teams will have 10 minutes to present their achievements by using different styles (select one of the following styles: song, role play, poem, drawing,...). Please ensure participatory process (Leave no one behind).</p>	Sotheary and staff members
10:00 –10:15	Coffee break, phone call/messaging	All staff members are not allowed to use phone and/or messaging during the workshop so the break time is good to use it.	All
10:15 –12:00	CCC 2018 Operational Plan	<p>GHP –Roadshow for 2018: A theory of changes will be printed in 1.8m high and 2.5m long and hang it in the meeting room.</p> <p>The facilitator will use a ball rolling exercise in which each staff will need to pick up one color card (key activities) from the ball and stick it to the relevant GHP output on the banner.</p> <p>The facilitators will confirm the cards with their appropriate outputs then each component/team will have a maximum of 10 minutes to present about their activities in details.</p>	Sotheary and Seng
12:00 –13:30	Lunch	Lunch at Hotel	All
13:30 –13:40	Energizer		Sreng So. Leakhena
13:40 –15:00	Staff debate on CCC's internal communication & relationship, working environment, policies	<p>Pro team will talk about positive points of CCC's policies, working environment, internal communication & relationship... (Sokly, Nareth, Monireth, Sophany)</p> <p>Con team will talk about negative points and areas of improvement of CCC's policies, working environment, internal communication & relationship... (Sovann, Rotha, Sodany, Vibol)</p>	Nac and Satya

Time	Items	Description (processes and tools)	Facilitator
15:00–15:15	Coffee break, phone call/messaging	All staff members are not allowed to use phone and/or messaging during the workshop so the break time is good to use it.	All
15:15–16:15	Q&A	Questions raised by all staff Answers will be done by SMT/MT and staff representative.	
16:15–16:45	CCC Preparation for GPP Certification Renewal	Presentation on GPP requirements	Vatanak
16.45-17:00	Wrap up of day 1 and schedule for day 2 (15 mins.)	The moderator just say a few words about the whole day, what to do the rest of the day and plan for next day	Chandara
18:30 – 20:30	Dinner at ???	Creational Activities around firebrand	Rotha, Polin, Vutheavy, and Bora

Day 3: 21 Dec 2017

Time	Description	Description (processes and tools)	Facilitator
6:20 – 7:00	Joint exercise	Everyone will need to do a joint exercise every morning led by the facilitators. Those who are late or absent will be punished.	Typo and Polin
7:00–8:00	Breakfast	Breakfast at the hotel	All
8:00–8:15	Energizer		Nhoek
8:15–10:00	Identification and mitigation risk for CCC and members in 2018 (60mins) Organizational structure 2018 (45mins)	Presentation, brainstorming, and discussion	Saroeun
10:00-10:20	Coffee break, phone call/messaging	All staff members are not allowed to use phone and/or messaging during the workshop so the break time is good to use it.	All
10:20 – 11:20	Communication: How to send message to the target audience?	Facilitator will provide key messages related to GHP to participants. They are free to choose campaign methods like role play, drawing and presentation.	Putheary
11:20 – 11:45	Certificate of Appreciation	Certificate of Appreciation delivered to staff serving at CCC for five and ten years	Saroeun
11:45 – 12:00	Wrap up of day 3 and plan for day 3 (pm) and day 4		Kao Peou Leakhena

Time	Description	Description (processes and tools)	Facilitator
12:00-13:30	Lunch at Bou Sra Waterfall	Lunch will be served at Bou Sra Waterfall	All
13:30-17:00	Travel to coffee plantation and Bou Sra Waterfall		All
17:00 – 18:30	Team building activities (sports: football match, tennis, jogging,...)		Soy Dara and Sotheary
19:00 – 21:00	Dinner party at the hotel CCC idol: singing contest, fashion show contest		Pen Hoeung, Boramey, Sokdeth

Day 4: 22 Dec 2017

Time	Description	Description (processes and tools)	Facilitator
6:20 – 7:00	Joint exercise	Everyone will need to do a joint exercise every morning led by the facilitators. Those who are late or absent will be punished.	Phanith and Monireth
7:00–8:00	Breakfast at the hotel		All
8:00 – 10:00	Travel (on the way back) to Pou Taing village (indigenous village)	To visit indigenous village, provide stuff/clothes to school/students	All
10:00 – 12:00	Travel back to Snoul and have lunch there		All
13:30	Travel back to Phnom Penh		All

Note: The committee reserves the right to alter the agenda/schedule based on the real situation/need.

**Thank You!
Good Luck!
Have a Safe Trip!**

Important phone numbers:

1. Driver: 097 402 0152
2. Restaurant at Snoul: 072 5555 185
3. Mondulkiri Hotel: 076 672 2227