

WORKSPACE/LOCATION

The workshop should be located away from the office and the daily work routine. The intensity of the program requires that the team members be totally removed from outside distractions throughout the working day.

The meeting room must be large enough to comfortably accommodate the participants and all the data and “Subject Matter Experts” (SME’s) who will

rooms available. Meal’s should be considered an extension of the workshop. Breakfast is an individual preference. However, it is necessary to provide coffee and tea in the morning along with rolls or danish. We prefer lunches be taken together, as a team. Afternoon breaks are made more enjoyable by providing the team members with soft drinks and cookies.



consult with the team. Data will be created on large sheets of paper that can be taped on the walls. The arrangement of the room will change from a layout of “classroom” style to teaming as the workshop progresses. The facility should have “break-out”

It is not very often, but when “after hours” work is needed, a one-half to one hour relaxation “break” should be scheduled before the evening meal.

It is important to keep the team together during the meal and break functions, as the continuity of the team will be maintained.