

GCNA Leadership Retreat Guidelines

Who

Store Managers, Support Team Managers, Leadership Team

What

GCNA's First Annual Leadership Retreat

When

Tuesday, July 23 – Friday, July 26, 2019

Where

Wild Horse Pass

Why

Be an Agent of Change

Welcome to GCNA's First Annual Leadership Conference! We are excited to invite our team members to a fun-filled three days full of learning opportunities and insightful sessions delivered by Goodwill leaders. During this conference, you will experience three busy yet enjoyable days of learning and collaboration with your Goodwill peers.

By participating in this conference, you will have an opportunity to collaborate, hear new ideas, and maximize your learning potential. You may hear about practices other departments have implemented and become inspired to roll out something similar. Or, you may realize you are already on the right track! You may also choose to find a mentor or, better yet, become one and make connections to help you advance your own career.

The opportunities are endless!

Our theme this year is **Be an Agent of Change**. Session topics will emphasize leadership development, team building, personal growth opportunities, and much more! Creating better workplaces starts with a commitment to excellence. No matter how long you have been in your current position or what sector of the organization you are currently working in, there are always new opportunities to learn and become a stronger leader.

Guidelines

Below are the retreat guidelines, as well as a list of most frequently asked questions. Retreat expenses are paid for in the form of room rates and taxes. All meals will be provided during the conference. You are responsible for paying for any additional expenses with a personal credit card. No reimbursements will be issued for any expenses outside of these guidelines (these expenses include, but are not limited to, cocktails, snacks, movies, mini-bar, gift shop, etc.).

Registration & Attendance

- Attendance is required. All invited team members are expected to attend and report to the conference every day, on time. Please remember that attendance is by invitation only and team members cannot attend in your place.
- Attendees are able to sign up for sessions up until Monday, July 22. However, there are a limited number of seats in each session, so to guarantee a spot in your preferred session, we recommend you sign up early.
- To register for conference sessions, please follow these steps:
 1. Go to the registration website: www.eventbank.com/event/gcnas-leadership-conference-13456/
 2. Go to the top right of the home page and click on the “log in” button.
 3. If you have created an account already, login. If not, click “register.”
 4. Once you have created your account, go back to the Conference’s home page. At the top of the page, under the heading “GCNA’s Leadership Conference,” you will see a button that says “Register.” Click on that button.
 5. You will then be directed to a ticket page. This is where you can select the sessions you want to attend. Here are a few things you need to know when signing up for sessions:
 - Please note you will only be selecting 2 sessions for Tuesday, July 23 (one in the morning and one in the afternoon) and 2 sessions for Thursday, July 25 (one in the morning and one in the afternoon). **Do not select more than 4 sessions total.**
 - The only exception to this is if you want to participate in the Real Colors workshop. The Real Colors workshop is being offered to attendees who have not participated in this workshop before, and this session is **all-day long**. If you sign up for Real Colors, you will not be able to sign up for any other sessions for that day. Here is what a sample schedule could look like:
 - Tuesday:
 - Morning Session: Real Colors
 - Afternoon Session: Real Colors
 - Thursday:
 - Morning Session: Get on the Right Frequency
 - Afternoon Session: Your Mission is a Go
 - 6. Once you have selected your sessions, you will continue through the registration process. (contact information, rooming information, guidelines, etc.)
 - 7. After you’re done registering, the sessions or “passes/tickets” you selected will show up on your profile.
 - 8. If you have any questions about this process, please email eventsteam@goodwillaz.org.

Arrival – First Day Activities

- 5040 Wild Horse Pass Blvd., Chandler, AZ 85226
www.wildhorsepass.com/destinations/wild-horse-pass-hotel-casino/
- **Parking:** There is plenty of parking available for attendees. Plan to park in the surface parking lot right outside the hotel. Please note there are parking garages attached to the casino and those are available for parking; however, they are farther away from where the conference will be taking place.
- **Transportation to the venue:** Please refer to the GCNA Transportation Policy - www.wiki.gwaz.org/display/PP/Vehicle+Usage+and+Driving+Policy. If you have additional questions regarding transportation, please work directly with your supervisor.
- **Breakfast** will be served from 8:00-9:00 AM on the first day and the program will begin promptly at 9:00 AM. Please note that the scheduled check-in time for the hotel is 4:00 PM on the first day.
- Please note that you must **checkout** by 12:00 PM (noon) on the last day (Friday, July 26).

Accommodations

- All attendees will be staying at Wild Horse Pass Hotel and Casino. There will be evening activities, so you are not permitted to go home after the day ends. Goodwill is paying for each room (room charge and taxes only).
- Team members will be sharing rooms with another peer-level team member throughout this conference. To make sure everyone is comfortable, employees will have the opportunity to choose a roommate in advance of the retreat.
- Male and female employees cannot share a room.
- Unfortunately, due to space and program constraints, employees are unable to bring family members or pets to the retreat.
- If an employee needs special accommodations, please contact Kristine Wozniak in Human Services. Her number is 928-466-7020.

If you choose not to room with another Goodwill employee, you are welcome to purchase a room on your own, on a first come, first serve basis depending on availability. If you choose this option, you will be paying the full price of the room and are required to use your own personal credit card for room expenses. You will not be reimbursed. If you are booking your own room, you can book directly through the hotel's website. You must make your reservation by **Wednesday, June 19**.

Hotel Website: www.wildhorsepass.com/destinations/wild-horse-pass-hotel-casino/

Meals

- Breakfast, lunch, and dinner will be provided daily.
- Team members are expected to participate in all organized meals including the Welcome Dinner and the Awards Dinner.

Frequently Asked Questions

- Will I be reimbursed for mileage?
 - Yes, please record your mileage appropriately. All mileage reimbursements must be submitted through Concur by August, 20, 2019.
- Can I order room service or take from the mini-bar?
 - No, only room rental charges and applicable taxes will be paid for by Goodwill. All other charges must be paid for by the individual. You may not use your Goodwill credit card for these charges.

What to bring

- Comfortable clothing (please see the Dress Code section below)
- Hygiene essentials
- Phone charger
- Snacks and water for your room
- An open mind

Daily Guidelines

- **ATTENDANCE:** Team members are expected to attend and report to the conference on time. Attendance will be taken in all of the sessions. If you are unable to report to the conference on time for any reason, notify your supervisor as far in advance as possible.
- **DRESS CODE:** Proper grooming, appropriate dress and professional appearance on the part of GCNA team members affect our public image, brand, and values that GCNA seeks to portray to the public and are essential parts of our safety program. Team members are required to maintain good personal hygiene. The dress code is business casual for this conference. Please note there will be physical activities on Wednesday, so be sure to dress in comfortable clothing (e.g., appropriate tennis shoes, jeans, shorts, yoga pants).
- **PERSONAL BELONGINGS:** All team members are encouraged to leave any personal items in their hotel room or keep items with them at all times. GCNA is not responsible for lost or stolen items at the conference.
- **BEHAVIOR/PUBLIC PERSONA:** All team members are expected to conduct themselves in a professional and business-like manner at all times.
 - Alcohol will be available at certain meals throughout this conference, so please drink responsibly.
 - This conference is intended to help our team members have fun and bond, but please remember, this is still a work function.
- **FRATERNIZATION:** Team members must behave in a professional manner while working at the company or while at company functions.
- **SAFETY:** Safety is a priority for all team members. All Goodwill team members are expected and required to participate in daily activities at this conference in a safe and effective manner.

Emergency

- **INJURIES:**

- **Minor injuries:** Report minor injuries to your supervisor immediately and seek medical attention if necessary.
- **Severe injuries:** Dial 911 if needed and contact your supervisor right away.
- **Family emergencies:** Contact your supervisor right away.
- **Illness:** If you fall ill during the conference, contact your supervisor right away.

**If you are injured while working for Goodwill, you must report all injuries as soon as they occur to your supervisor with no exceptions.*

Important Information & Deadlines

Roommate submissions are due **June 10**. If you don't select a roommate by this date, one will be randomly assigned to you.

Team members are expected to adhere to the Leadership Guidelines. Team members are also responsible for adhering to all provisions of the Team Member Handbook. Team members who have questions regarding the expectations outlined are to direct those questions to their immediate supervisor or Human Resources Business Partner.

Violation of the Leadership Guidelines or Team Member Handbook may result in disciplinary action up to, and including, possible termination.