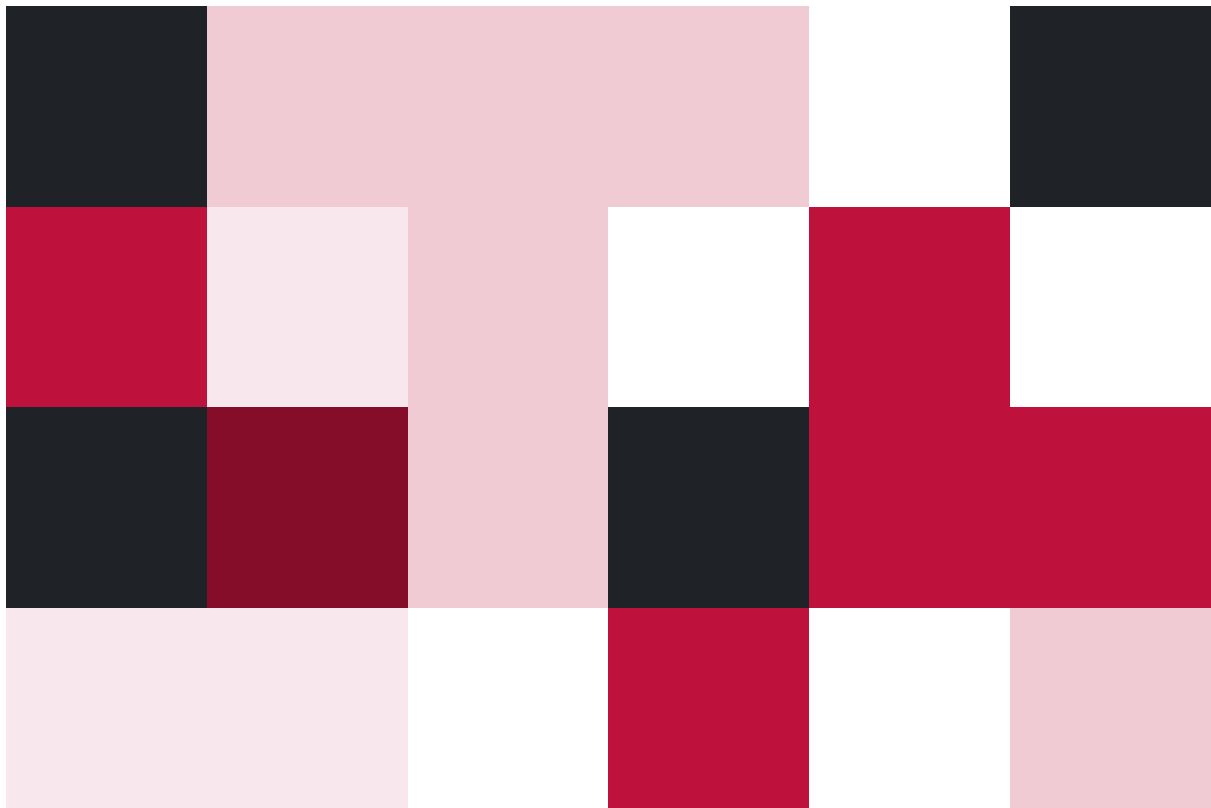




EVENT PROPOSAL

Leadership Offsite 2026 — Align, Learn, Grow

Proposal for a two-day leadership retreat near Lonavala

PREPARED FOR

Executive Leadership Team

PREPARED BY

Neha Bhatia, People & Culture

DATE

January 2026

Executive Summary

This proposal outlines a two-day offsite for 40 managers to align on 2026 priorities, build cross-team relationships and develop leadership skills. The programme balances strategy sessions, facilitated workshops and team activities at a resort within driving distance of the office.

40

Managers

2 days

Retreat

₹9.8 L

Estimated budget

Event Concept

The company has grown quickly, and many managers joined in the last year. Teams work in silos and priorities are not always understood in the same way.

A focused offsite gives leaders time away from daily work to plan together and build trust.

Goals and Objectives

Align managers on company priorities and strengthen leadership capability and collaboration.

1. Share and discuss the 2026 strategy and goals.
2. Agree on cross-team commitments for the first half of the year.
3. Build coaching and feedback skills.
4. Strengthen relationships across teams.

Event Details

Dates	13–14 March 2026
Location	Resort near Lonavala (shortlisted options in annexure)
Participants	40 managers and leadership team
Travel	Chartered coach from the office

Programme Schedule

Time	Session	Venue / format
Day 1, 9:00 AM	Departure from office	Coach
Day 1, 12:00 PM	Welcome and CEO address	Conference hall
Day 1, 2:00 PM	Strategy deep-dive in groups	Breakout rooms
Day 1, 5:00 PM	Team challenge activity	Outdoor lawn
Day 1, 8:00 PM	Dinner and informal session	Poolside
Day 2, 9:00 AM	Workshop: Coaching conversations	Conference hall
Day 2, 12:00 PM	Cross-team commitments	Conference hall
Day 2, 3:00 PM	Return journey	Coach

Target Audience

- Team managers and senior individual contributors
- Leadership team

Sponsorship Opportunities

Sponsors receive visibility before, during and after the event. Packages can be customised; amounts below are indicative.

Tier	Contribution	Key benefits
Not applicable	—	Internal event; no external sponsorship

Promotion Plan

- Save-the-date email six weeks before
- Pre-read pack on strategy one week before
- Pre-offsite survey on expectations

Logistics and Operations

Area	Plan	Owner
Venue	Resort with conference hall and breakout rooms	Admin

Area	Plan	Owner
Travel	Chartered coaches both ways	Admin
Facilitation	External facilitator for workshops	People & Culture
Dietary needs	Collected through registration form	Admin

Timeline

The work plan below shows the main activities and their indicative timing.

Activity	Jan	Feb	Mar
Approval and venue booking	■		
Agenda and facilitator	■	■	
Pre-work and communication		■	■
Offsite			■

Team and Governance

Name	Role	Responsibility
Neha Bhatia	Lead organiser	Planning and coordination
Admin team	Logistics	Venue and travel
External facilitator	Facilitation	Workshops
Leadership team	Sponsors	Strategy content

Budget

All amounts are estimates in Indian rupees and are provided as sample figures for planning.

Head	Details	Amount (₹)
Resort package	Rooms, meals, conference hall for 40	560,000
Travel	Coaches	60,000
Facilitator	Two workshops	180,000
Activities	Team challenge and materials	80,000

Head	Details	Amount (₹)
Contingency	About 10%	100,000
Total		980,000

Measuring Success

Indicator	Target	How measured
Attendance	100% of invitees	Registration
Session usefulness	4.2 / 5	Feedback form
Commitments tracked	All followed up in 90 days	Leadership review

Risks and Mitigation

Risk	Likelihood	Mitigation
Business emergencies	Medium	Delegate cover plans in advance
Weather for outdoor activity	Low	Indoor alternative
Low engagement	Low	Interactive formats and pre-work

Conclusion

A well-designed offsite will help our managers lead with shared purpose in a year of growth.

Next step

Approve the dates and budget so that the venue can be booked this week.

Neha Bhatia

Submitted by

Approved by (name, designation)

