

EXECUTIVE BUSINESS BUILDER RETREAT

NOVEMBER 10 – 11, 2018



AGENDA

Refresh, Replenish and Rejuvenate: Join Knowledge Bureau Instructors and Inspirational Leaders for this one-day hands-on retreat that focuses on you and your business holistically in seven steps:

Step 1: Share Your Story	Step 4: Rethink Your Strategic Plan
Step 2: Renew Your Passion	Step 5: Create Your Safe Havens
Step 3: Enhance Your Leadership Potential	Step 6: Technology Plus Value
	Step 7: People Power

This business leaders retreat is truly different: it will help you to refocus in a distracted world, calm your mind, think about your priorities -personally and in business - so that you can re-engage with what defines you and your goals. You'll feel happier, more focused and more determined to live the life you want to live – inside and outside of the office. Give yourself permission to replenish and repurpose with others who feel the burden of responsibility as much as you do. The result? You'll have the chance to think more strategically about growing your firm, getting the results you want with less stress.

To help you engage in a deeper thought process for each session, there is a thought provoking question for you to reflect on prior to arrival. Take some time to gather your thoughts and come prepared to share, network and collaborate with your peers in an open learning environment.

SATURDAY NOVEMBER 10TH, 2018

4:00 – 6:00 PM	Registration Pick up Badge and Materials	Hilton Lobby
6:30 PM	Meet at Le Monestère Des Augustines	77 rue des Ramparts, Quebec, QC. G1R 0C3 Map will be provided 12 min walk or cab
6:30 – 7:15 PM	Tour of Le Monestère Des Augustines	In 1639, three Augustinian nuns came to Quebec City with a charter from King Louis XIII, to care for the sick and to open the continent's first hospital north of Mexico. A visit to Le Monastère des Augustines is a unique opportunity to discover a chapter of history in a place dedicated to heritage, culture and well-being. The monastery holds some 40,000 artifacts and extensive written archives, which chronicles the sisters' centuries of work in the community and offers a fascinating glimpse into the history of Western health care.
7:15 – 9:30 PM	STEP 1 – WHAT'S YOUR STORY? COLLABORATIVE DINNER	During this evening's dinner featuring local farm to table cuisine and hosted by Evelyn Jacks, Founder and President of Knowledge Bureau, and our Lead Sponsor, share your story with other business leaders in an open and welcoming environment.
	Thought Questions: (please choose which one you wish to speak to)	What Defines You and Your Business? The Buck Stops Here: How does your "no excuses" role affect you? What Inspirational Message Do You Have For All Of Us?

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SUNDAY NOVEMBER 11TH, 2018

Today's sessions are all about you: the format is 30 minutes of coaching and 30 minutes of practical discussion and sharing of true-to-life case study scenarios in Six Business Building Steps. In preparation for each session please review the thought provoking question and come prepared to discuss with your peers.

7:30 – 8:00 AM	FUEL UP: AWAKEN YOUR SENSES	Take It All In. Le Monestère des Augustines is the perfect setting to begin your holistic experience in personal mindfulness, balance and purposeful thinking. A delicious breakfast buffet will be served to jump start and energize your day.
8:00 – 8:30 AM	REVITALIZE AND FOCUS	How to Be More Present. It's lonely at the top but it doesn't have to be. Learn how to stretch and breath to clear your mind, reduce anxiety and start every day in a calm, natural state of readiness so that you can be "in the present" for the people who crave a deeper relationship with you.
8:30 – 9:30 AM	STEP 2: RENEW YOUR PASSION	Rebuild Your Passion Statement. Why do you do what you do? Revisit your aspirational passion statement with business leader Dan Collison.
	<i>Thought Question:</i>	<i>What are you passionate about? What keeps you from doing the things you are passionate about? If you could rebuild your passion statement, what would it be?</i>
9:30 – 10:30 AM	STEP 3: ENHANCE YOUR LEADERSHIP POTENTIAL	Leadership is about followers. What makes a great leader? Who follows you and why? Challenge yourself to dig deeper and find your latent leadership potential with executive coach Joanne Sigurdson
	<i>Thought Question:</i>	<i>Who are the great leaders you admire and why? What is the one thing you'd like to improve upon to enhance your leadership potential? How do you lead into a new economy?</i>
10:30 – 11:00 AM	SHARPEN YOUR CONCENTRATION	Distracted? Frustrated that you can't get to the important things because of the noise all around you? Learn a few effective ways to work on your Concentration and Memory while enjoying a healthy fresh juice break.
11:00 – 12:00 PM	STEP 4: RETHINK YOUR STRATEGIC PLAN	The dilemma of the new economy. Who is your next client? What do they want? Rethink your strategic business plan by focusing on who you want to serve with Jenifer Bartman
	<i>Thought Question:</i>	<i>Who is your preferred client? What services do you want to offer your next clients? What is the mission of your "new economy" plan?</i>
12:00 – 12:45 PM	THE PLEASURES OF HEALTHY EATING	Lunch is going to be worth it! If you regularly miss your important meals of the day, you'll be convinced that's the wrong thing to do. In fact you'll

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find that with a new attitude toward healthy eating, you'll hate to miss out on these simple pleasures.

12:45 -1:45 PM **STEP 5:
CREATE YOUR SAFE
HAVENS**

Manage Risk. It's critical that you and your stakeholders operate within safe havens. In a world in which technology, privacy and compliance disrupt sound business practice, learn why understanding business law better can help, with lawyer Philippe Richer

Thought Question:

*Do you have the right contracts in place for your clients?
What improvements do you need to make in engaging staff and contractors for the longer term?
How are you and your business protected from breaches in confidentiality and privacy?*

1:45 – 2:15 PM **NOGGIN NOSH**

In this health break learn more about The Fascinating World of the Brain

2:15 – 3:15 PM **STEP 6:
TECHNOLOGY PLUS VALUE**

Modernizing your practice for a new economy means embracing change: from automation to marketing, how do you best embrace value pricing and service models? Find out how with **our technology partners.**

Thought question:

What is the biggest issue in managing change for you?

3:15 – 4:00 PM **STEP 7:
PEOPLE POWER**

Just how do we crack the recruitment conundrum? Trouble getting and keeping staff? It's a common thread in most businesses. Share your human resources concerns with our instructor panel hosted by **Evelyn Jacks**

Thought Question:

*What is the most frustrating part of the HR equation for you?
How do you empower and motivate your staff?
What results would you like from your HR Plan?*

4:00 – 4:30 PM **DISCOVERING
MINDFULNESS**

Learn to Focus and stay mindful of the people and things that matter in a world filled with distractions