

RD Facilitation Guide: Leadership Sessions

The Goals of Leadership Sessions

The purpose of conducting leadership sessions is two-fold: a) to orient leaders within the service structure on the role and impact of leadership in Narcotics Anonymous, and b) to build a common understanding of leadership principles rooted in our traditions and concepts.

How Trusted Servants will benefit:

Understand philosophical principles of leadership in NA and how to apply those principles in carrying out leadership roles in the service structure.

Reinforce understanding of leadership roles and responsibilities in the NA service structure, and how roles complement each other to further the NA vision.

Identify the core qualities and skills required to be successful in an NA leadership role.

Focus on techniques for success in two critical skill areas: two-way communication (being an effective conduit of information), and building a strong leadership team.

Target audiences:

RCMs

Regional trusted servants

GSRs

Area trusted servants.

What is your role as facilitator?

As the session facilitator, your role is to:

Clarify the purpose of the session and the value participants will gain from attending.

Present the material and engage the participants in contributing their experience, thoughts and ideas in applying the concepts discussed.

Keep the discussion focused on the material so that the learning objectives can be achieved within the time allotted.

Create an environment for open exploration of ideas in which all participants are comfortable expressing their perspective.

Emphasize the key learning points for each topic included in this facilitation guide, relating them to the participants' discussion.

Enlisting the help of others:

As an opportunity for cooperation and training, ask the Alternate Regional Delegate to assist you with each session. He or she can participate according to their comfort level, including delivering a portion of the session, leading a discussion, recording responses on the flip chart, monitoring the small group discussions, and related forms of facilitation support.

You can also ask individual participants to take on particular tasks, such as acting as a moderator for a small group discussion, recording responses on the flip chart, passing out materials, acting as timekeeper, and other such tasks.

What are the best opportunities to deliver this session?

Wherever a group of the target audience for these sessions assembles is an opportunity to put on this program. These opportunities include regional meetings, traveling workshops, area meetings, etc.

Since the material is particularly useful for *new or incoming leaders* at the area and regional levels, orientation meetings or the first meetings of new area or regional committees would be ideal settings for these sessions.

Session Logistics

Length of sessions:

These sessions have been written for delivery in 90 minutes. If more time is available, the sessions can be expanded to allow further discussion on each topic.

If you are only allotted 60 minutes for the session, it is suggested that you cut back on portions of the schedule. Any decision to expand or contract the program should be based on your assessment of the level of experience of your participants, including their familiarity with the NA service structure, as well as time spent in leadership roles, both within and outside of NA.

Session Materials:

This facilitator guide comes with a set of worksheets for session participants with the reference material and space for notes they will need to actively participate in the program. Other materials you will need to conduct the participant discussion activities are also included.

Generally speaking, if the group is larger than 60, you will also need a microphone. A wireless mike is preferable for the facilitator so you can roam freely about the room. You may want

Evaluation

Collect input from participants on what they found most helpful, as well as what could be improved in each session. Share this and your own experiences facilitating with NAWS so that we can continue to provide tools and support for RDs.

Room Setup:

Try to show up 30 minutes early to set out materials, set up the room, and greet members as they arrive. The following is ideal:

Roundtables for 5 to 7 participants each, with the chairs set 'crescent style' around the back of the tables so everyone faces the front of the room

Two flip charts with full pads

Supply table up front for the facilitator's materials and notes

If there are less than 15 people, set the tables up in a U-shape.

If you cannot request a particular room set-up, ask members to move around as necessary to accommodate group activities.

several wireless mikes for others to use so individual participant comments can be heard. All of this of course is ideal. In many instances you will be limited to what the facility has available, and can adapt just fine.

You may want to use other materials as well to help create a stimulating environment for discussion. Other materials could include a set of

groundrules for discussion (post at each table), or a couple of inspirational quotes on leadership (handwritten large on a flip chart paper and posted on the walls of the meeting room).