

Worksheet 1 - Our Concepts and Traditions...

NA Concepts and Traditions	Review the Concept and Tradition assigned to your table and answer the following questions: 1. What do they teach us about leadership in NA? 2. How could we apply them in our role as leaders? Give specific examples!
<u>1st Tradition</u> – “Our common welfare should come first; personal recovery depends on NA unity.”	
<u>9th Concept</u> – “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making process.”	

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<p><u>2nd Tradition</u> – “For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern</p>	<ul style="list-style-type: none"> ◆ What this tradition teaches about leadership in NA: <ul style="list-style-type: none"> ○ Leadership develops as we pursue our recovery. Personal recovery depends on helping others (12th Step). Helping others through service is a fundamental part of leadership. ○ A group that becomes an extension of the personality of the leader will lose its effectiveness (from Basic Text). Leaders both facilitate the development of and reflect the group conscience. ◆ How could we apply this tradition in our role as leaders? <ul style="list-style-type: none"> ○ Leaders must model the behavior they expect; leaders lead by example.
<p><u>3rd Concept</u> – “The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.”</p>	<ul style="list-style-type: none"> ◆ What this concept teaches about leadership in NA: <ul style="list-style-type: none"> ○ Effective leaders in NA don’t act alone. They must delegate to others not only as a way to effectively and efficiently accomplish goals, but to provide opportunities for others to grow, learn and develop leadership skills. ◆ How could we apply this concept in our role as leaders? <ul style="list-style-type: none"> ○ Effective leaders know how to work as part of a team.

Worksheet 2 - Characteristics of an Effective Team



Clear Roles and Responsibilities

- team members understand their responsibilities, expectations for performance
- team as a whole understands its function, results it must produce and how that supports the function and roles of other bodies in the service structure and other leaders

Clear Purpose and Direction

- team is driven by a central purpose
- team has agreed on clear goals and a strategy to reach those goals

Team Skills and Behavior

- team members exhibit team skills and behaviors such as effective communication, conflict management

Operating Values

- The team has agreed how they will work together, including ground rules for discussion, how they will handle disagreement or conflicts, etc.

Tips for Leading Effective Service Committees

- ◆ Make goal-setting and prioritizing a team activity, with regular progress checks and adjustments based on new information on needs, issues, etc.
- ◆ Set ground rules for team discussion
- ◆ Recap assignments at the end of each meeting
- ◆ Get to know team members - their strengths, what they are passionate about, etc. and use this to increase team effectiveness and productivity
- ◆ Celebrate team accomplishments and recognize individual contributions
- ◆ Make sure team members have the information and tools to support them in fulfilling their assignments

Worksheet 2 - Characteristics of an Effective Team

Team scenario: The more experienced members of the ASC are frustrated. The ASC doesn't seem to be functioning well as a team. The H&I committee wants more money for literature than the ASC has budgeted for. Many GSRs just come to buy their literature and leave. Activities wants to do their third event without submitting a budget for the first one. Three people want to be convention chair but none are willing to stand for PI/PR chair.

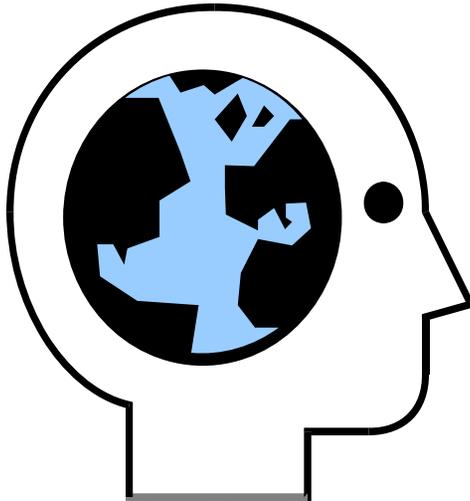
What could be the source of the problem?

Which of the characteristics of an effective team is the group not exhibiting?

What could the Chairperson do to help get the group back on track?

Worksheet 3 – Skills and Qualities of the Effective NA Leader

Effective NA Leaders . . .



FURTHER THOUGHTS

- ✓ . . . are willing to serve
- ✓ . . . live and reflect the Steps, Traditions and Concepts, are active in working the steps and are examples of principle-based recovery
- ✓ . . . understand the purpose and roles of and the connections between all bodies in the NA service structure
- ✓ . . . are selfless, putting the needs of others and the group before their own; they understand that service is about carrying the message
- ✓ . . . are humble; they are aware of their strengths and weaknesses; they delegate, ask for help, and seek guidance and input
- ✓ . . . are honest, sincere, tell the truth, speak from the heart, and have integrity
- ✓ . . . are open-minded; they listen to others' opinions, yet stand on sound principle; they are flexible in applying principles; they consider new approaches and ideas
- ✓ . . . are decisive; they are able to make decisions; they are loving *and* firm
- ✓ . . . are accountable; they lead by example; communicate frequently on progress of the service body; they follow through; they are available to the fellowship; they are consistent in their actions
- ✓ . . . are focused on the future and can communicate the value of a single act of service in furthering the Vision of NA