

2006-2008 Fellowship Issue Discussions

Taking the next steps...

Workshop Session Profiles

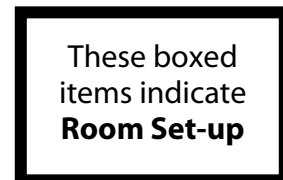
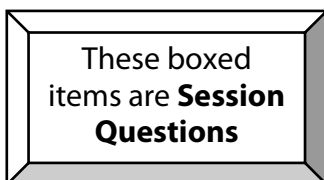


Thank you for considering these resources in support of your efforts to conduct IDT workshops in your NA community. As you may know, in recent years we have introduced interactive style workshops to facilitate these discussions, where NA members have found great value in sharing and hearing others share their experience. We hope you also find that they have value in addressing some of the important issues our fellowship faces today. Below are some points to support a successful workshop.

- Our best recommendation in planning any workshop is thorough preparation. Practice and review will ensure that the facilitators are well oriented with the structure and content of the session and the supporting material.
- As a part of that, facilitators can consider for themselves how they would respond to some or all of the questions in the sessions.
- Feel free to make changes to the sessions. Adapting them for local use is expected and encouraged.
- If using a translator, meet with them prior to the event to review all aspects of the workshop, including session flow and content, and resource materials.
- On the day of the workshop, arrive early and set the room up prior to the session. Ensure that any audio-visual equipment is working properly.
- Have ample handout resources available for attendees, including notes sheets and pens. Some committees may request that members bring some of their own materials, pads and pens for example. Note-taking is encouraged, but the committee may not need to provide the resources.
- And don't forget to HAVE FUN! If you do, others are likely to also.

In reviewing the session profiles remember:

Items in yellow are intended to provide focus and tips for facilitators.



Additionally, for the very first session of the day you will want to start with the following segments:

Introductions:

- Introduce the facilitators and all participants.
- Brief overview of the schedule.
- Call attention to this cycle's theme to help us all focus on why we are here – **It's All About Carrying the Message** – items like keytags on the tables can help to represent NA communities from around the globe.

Talk a bit about the Small Group Discussion process. Review the Small Group Discussion essentials.

- Small groups will be used to facilitate further introductions and discussion.
- Provide a brief overview of how the small groups work: brainstorming, round robin sharing, facilitated discussion.
- Explain the Facilitator's Instructions, Brainstorming Guidelines, Suggested Ground Rules, and the role of the Recorder.
- Utilize an "ice breaker" exercise to encourage introductions around the table and also to practice the small group process. Examples of ice breakers are offered below, feel free to use your own ideas, too.

Ice Breaker #1

Instruct members to begin with introductions around each table. Each person is asked to state their name, current service position, where they are from, and an interesting point about themselves. (Give an example or two.) Give the group just 5-10 minutes to complete this. Ask for a few interesting points to be shared and move on to the next segment of the session.

Ice Breaker #2

Instruct members to begin with introductions around each table. Each person is asked to state their name, any current service positions, where they are from, and how far they traveled to attend the workshop. Ask a few tables who traveled farthest and who is local.

Ice Breaker #3

- Challenge each table to practice the small group discussion process by brainstorming a name for their table, like a group name.
- What positive message do they want to convey with their name?
 - Give them 5 minutes to agree on a name.
 - Quickly go around the room, hearing the new table names.
 - You may want to include card stock for tables to make group name signs.

The 2006-2008 IDT's are available on our website in a 12- and 4-page version. Making some portions of these available for members in these discussions is helpful.

Also, remember that there are additional workshop resources available on our FTP site in the file folder titled "Workshops", including those items marked with an asterisk (*). Here is that web address: http://www.na.org/local_resource_area.htm (If Internet access is not available feel free to contact us directly and we will do our best to help you to secure the resources needed.)

Finally, please contact us with any additional thoughts or questions. And don't forget to send us your workshop input. Thanks and we wish you great success!

Building Strong Home Groups

Session Profiles

Goals of Session:

- Stress the importance of a strong home group as the foundation of NA.
- Introduce the *Building Strong Home Groups* worksheet.
- Identify and prioritize actions that can be taken to strengthen home groups.

On tables are pens, markers, note sheets*, *Building Strong Home Groups Worksheets, *Brainstorming Guidelines**, *Suggested Ground Rules**, *Facilitator's Instructions**, and multiple language keytags**

12- or 4-page IDT update should be available.

LEADER PROVIDES A SETUP OF SESSION

5 MINUTES

Review points from the current IDT discussions.

- Recollect the efforts we take to create an atmosphere of recovery and the unconditional love that we strive for in NA.
- Members provided input about three main areas that home groups can be strong: ideals, practices, and roles. This input came from issue discussions on *Building Strong Home Groups* as well as *Atmosphere of Recovery*.

INTRODUCE GROUP INVENTORY WORKSHEET

10 MINUTES

Explain why we are where we are at in this discussion: We seem to share many of the same ideas about what a strong home group is, but HOW do we get there, that seems to be the question.

Introduce the worksheet to the group (worksheets are on the table).

With these things considered, we have used current input to outline a basic tool to help groups identify ways to grow and change.

- It is about developing actions that can be taken to address issues of importance.
- This tool can be used in a group's business meetings and will help groups think about practical ways to become stronger.
- We hope that discussions on this topic will help groups find new ways to approach challenges. We also hope you will share your experiences with us.
- The tool can be used to discuss solutions in any setting, but it will probably be most effective at the group level.

- We want to work through the tool with you now.

Move through the directions and the example on the worksheet, read them out loud and pause to offer any clarifying thoughts.

SMALL GROUP DISCUSSION SET-UP

10 MINUTES

Now that the group is focused on the worksheet, the next step is for each table to work through it, in preparation for that:

- For this exercise each table is a “group”, members can consider their own home group experience as a foundation here.
- Remind members of the process: Identify issues of importance and then brainstorm **concrete actions** to address those issues.
- Write the steps on a Post-it for the tables to reference as they are working:

Small Group Instructions

- Identify areas for improvement
 - Members “vote” for issues of importance
- State the issues
 - Votes are tallied, top issue to be discussed
- Brainstorm solutions
 - Consider new and not-so-new ideas
- Choose a solution
 - Select the best idea, vote if necessary
- Make decisions
 - Develop an action, including “who” and “how”
 - Record the action plan on Post-it sheets

SMALL GROUP DISCUSSION

30 MINUTES

Charge the groups to work through the worksheet, let them know that they have only 25 minutes to complete this exercise.

- Remind groups to choose a recorder and facilitator for each group.
- Each member will vote for their top two issues by marking their own worksheet. The worksheets will be tabulated by the table’s recorder and the issue with the most votes will be the issue for consideration. (5 minutes)
- The facilitator at each table will state the issue and be sure that there is common understanding of the topic. Members will then engage in a

facilitated discussion, brainstorming a list of possible solutions to address the issue. (10 minutes)

- ☞ Recorders should use Post-its to record ideas
- ☞ Remind them to write LARGE = 8 lines/sheet
- ☞ Ask groups to identify the Post-its by the original issue and category, e.g. write “**Ideal: Spirit of Service**” at the top of the sheet
- 🌀 After ten minutes has expired, ask members to vote for their top two solutions by marking the list of possible solutions. The solution with the most votes will be considered for the next step.
- 🌀 Once the solution is identified, tables will then brainstorm an action list to fulfill the solution. (10 minutes)
 - ☞ Again, Recorders should use Post-its to record ideas
- 🌀 Remind members to move through the process as time is assigned above.
- 🌀 Move around the room helping out where groups are stuck or confused.
- 🌀 Place Post-its on the wall as they are filled. Try to keep them organized by the category they address (Ideals, Practices, or Roles).

CONSIDER THE SMALL GROUP WORK

30 MINUTES

Once time has expired, move around the room, from Post-it to Post-it, consider actions listed.

- 🌀 Are the actions reasonable and within reach?
- 🌀 Look for the “who” and the “how”.
- 🌀 Remember that follow-up and evaluation is also important.

Remind members that when using this tool beyond this session, groups may decide to do this exercise once each year or more often. They also may want to revisit their prioritized list as issues are addressed.

WRAP-UP THE SESSION

5 MINUTES

Let members know that our hope is that they will see value in this process and make time in their group business meeting for it.

- 🌀 Send NAW5 your input on the process.
- 🌀 Share it with others.

12- or 4-page IDT update should be available at the end of the session.

Who Is Missing and Why Session Profiles

Goals of Session:

- Raise awareness of those groups that may be missing from our meetings.
- Identify and prioritize issues that must be addressed to speak to the question of *Who Is Missing*.

On tables are pens, markers, questions worksheets*, Brainstorming Guidelines*, Ground Rules*, and Facilitators Guides*.

LEADER PROVIDES A SETUP OF SESSION

10 MINUTES

Review points from the IDT discussion paper, use these as a foundation for finding your own “voice”:

- The theme of this cycle’s Issue Discussion Topics is *It’s All About Carrying the Message* and asking ourselves who is not getting NA’s message seems to be a necessary question.
- It is clear that not every NA meeting will be equally comfortable to all members. The important concern is to know that all of the addicts in our community have meetings where they can feel comfortable.
- As members trying to carry the message, it is our responsibility to identify and overcome the barriers to recovery in our communities. It is part of giving away what was so freely given to us.
- The answer to “Who is missing?” varies from one community to the next, so each community will have to explore its own answers and solutions.
- Common needs meetings and targeted literature might play a part in the solution, but there seems to be a lot more that we can do.
- If our service system can reach these addicts, and groups and individuals can welcome them, we must do everything we can to do so.
- It’s about our Twelfth Step, our Fifth Tradition, our First Concept, and the NAWS Vision. It’s about carrying the message.

IDENTIFY “WHO IS MISSING”

15 MINUTES

Lead the entire group in identifying some groups that are missing from our meetings.

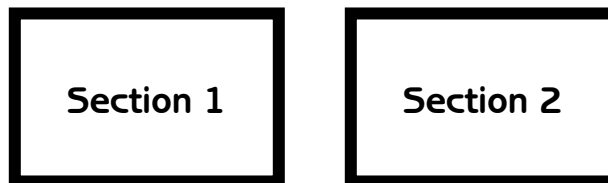
- Brainstorm a list of sub-groups that are missing, max 8-10, use a Post-it to capture the ideas.

- ✿ Prioritize the list for further discussion by asking each member to vote for the top two most important. Move through the list, asking for a show of hands for each entry; the top two will be the focus of the rest of the session.
 - ☞ It may be helpful here to remind members that the minority voice must be listened to for this to be effective. We often identify the things that directly affect us – those that are truly under represented will not have a majority.

ASSIGN SMALL GROUP TASKS

10 MINUTES

Split the room into two sections, assign the tables in each section one of the two identified sub-groups. You will want to take some time before the session begins to consider how the room will break up best.

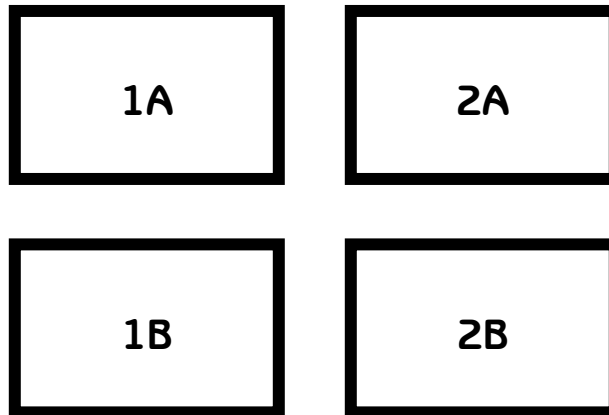


- ✿ After the sub-groups are assigned, ask each table to consider taking on the role of one of the targeted populations. This is an exercise in empathy, try to “get inside the head” of this sub-group in order to better understand them and their needs.
 - ☞ Give each table a Post-it sheet. Ask them to draw/write a representation of their targeted population.
 - ☞ Ask them to identify characteristics and/or phrases they might hear from members of this sub-group. What might you hear them say? Encourage tables to be creative.
- ✿ Give the tables no more than five minutes for this.
- ✿ This should be a lively exercise, encourage people to get out of their chairs and participate.
- ✿ The exercise is intended to help members to broaden their perspective.
- ✿ Upon completion, you may want to take a few minutes to have a few of the tables share their work with the whole group.

ASSIGN SMALL GROUP QUESTIONS

30 MINUTES

Now you will assign discussion questions, but first split the room into two sections, “across” the previous two sections. This will result in four different sections. Again consider this break up before the session begins.



- The "A" groups will consider questions from a service committee perspective.
- The "B" groups will consider questions from a group/member perspective.
- This allows for consideration from both perspectives of the two subgroups.
 - ☞ Ask each table to focus their discussions on reaching the sub-group they were assigned, and discuss the following questions.
 - ☞ Remind members that there are Questions Worksheets on the tables, to be used as a reference to help them think about what they can do.

"A" Tables
(service committee perspective)

Considering the sub-group, what can our service committees do to help reach this population?

"B" Tables
(group/member perspective)

Considering the sub-group, what can we do as members and groups to better support this population?

- ☞ Remind groups to choose a recorder and facilitator for each group
- ☞ Each group will use the questions as a foundation for considering any new and not-so-new ideas. Recorders should use Post-its to record ideas
- ☞ Remind them to write LARGE = 8 lines/sheet
- ☞ Ask them to identify the Post-its by the group (A or B)
- Remind members that they will have 20 minutes for each question.

After twenty minutes, ask members to pick their top two issues of importance from the list of issues that they brainstormed. In this way the list will be prioritized. This will save time in the next segment.

- Place Post-its on the wall as they are filled. Try to keep them organized by group.

CONSIDER THE SMALL GROUP WORK

20 MINUTES

With all of the groups' work on the walls, move from list to list, discussing the ideas presented. (One facilitator may want to work on grouping like-minded issues ahead of time.)

- Consider the top two items the each table prioritized from each list.
- Look for common threads, easily obtainable items, and new ideas.
- In sessions with larger groups, a second facilitator may want to keep a "master list" of issues at the front of the room.

WRAP-UP THE SESSION

5 MINUTES

Let members know these are discussions they can have in their NA community.

- We can easily become complacent on this issue, addressing only those things that drop in our lap.
- In some cases, we may see no solution but to wait vigilantly. When we find a chance to reach out, we take it.
- It's about our Twelfth Step, our Fifth Tradition, our First Concept, and the NAWS Vision. It's about carrying the message.

Our Service System Session Profiles

Goals of Session:

- Discuss the three areas: Atmosphere of Recovery, Leadership, and Planning & Self-Support.
- Identify ideas to address issues of concern.

On tables are pens, markers, questions worksheets*, Brainstorming Guidelines*, Ground Rules*, and Facilitators Guides*.

LEADER PROVIDES A SETUP OF SESSION

15 MINUTES

Review points from the IDT Introduction:

The IDT discussion we had about our infrastructure helped us identify some of the systemic problems we face when trying to provide services.

The main ideas and concerns were fairly consistent:

- First, we need bring the atmosphere of recovery from our meetings into our service system.
 - ☞ Members consistently point out the value of personal recovery to NA service, especially a strong working understanding of our literature, the steps, traditions, and concepts.
- Second, we need effective and reliable ways to develop leaders in NA service.
 - ☞ The topic of leadership development is directly related to the atmosphere of recovery in our service meetings. Our system of leadership cultivation will rely heavily on what our service bodies do to welcome and encourage participation.
- Third, we need to improve our practices of planning and self-support.
 - ☞ One of the most common challenges for service bodies around the world is a lack of adequate resources. This problem is usually the direct result of a lack of member contributions.
 - ☞ In addition to lacking resources, our service system does not consistently make the best possible use of resources. Planning can help us manage our resources better.
- Finally, all of these are likely to be considered as part of the Area Planning Tool. It is a great resource for service committee to consider as a resource in these efforts. The tool is available as part of the PRHB and can be downloaded from www.na.org.

With the foundation of the previous segment, ask the small groups to consider the following questions. Introduce the questions to the entire group, using the Questions Sheets on the tables.

(We recommend using questions 2, 4, and 6 from the IDT update, so that the discussion can be focused and most constructive.)

Atmosphere of Recovery in Service Questions

We would like to hear more about what your service bodies are doing or could do to create an atmosphere of recovery. Be creative with your ideas. Talk about not only your current atmosphere but might be possible.

- 2.** What actions do your committees and service bodies take or could they take to promote an atmosphere of recovery?

Leadership Questions

Just as we don't recover in thirty or sixty days, so our efforts at cultivating leaders might be gradual. We look forward to hearing what you are doing locally to encourage participation to help leaders grow.

- 4.** How can we better train, mentor, and support our trusted servants or potential trusted servants?

Planning and Self-Support Questions

If we all take this first step to better planning, we can continue to work together to identify other ways to improve our service efforts, make service more fun and more productive, and better carry the message.

- 6.** What local efforts have helped or could help you address lack of human and financial resources and become fully self-supporting?

Break the room into three sections and assign one of the above sections to each of the tables in each section.

- Remind groups to choose a recorder and facilitator for each group.
- Each group will consider two questions (one at a time). Recorders should use Post-its to record ideas.
 - ☞ Remind them to write LARGE = 8 lines/sheet
 - ☞ Ask them to identify the Post-its by the question numbers
- Remind members that they will have 10 minutes for each question.
- Place Post-its on the wall as they are filled. Try to keep them organized by the question they address.

CONSIDER THE DATA

30 MINUTES

Once time has expired, review the lists. This is a critical part of the session, where new ideas can be considered by the large group.

- Be sure the lists are separated by the questions they address.
- Move through each list considering the input and fleshing out or discussing anything that is not clear to the group.
- Identify valuable ideas or approaches.
- Move the group through possible solutions of what they can do for one item or issue. Try to get a focus on solutions and where they can go from here. Even small improvements may have value.
 - ☞ Briefly discuss application of the idea. Ask for examples.

WRAP-UP THE SESSION

5 MINUTES

Let members know that this is part of the cycle's ongoing IDT discussions and they may see changes and updates as we gather this input from the fellowship.

- Remind members that the APT is also a resource for service committee discussions.