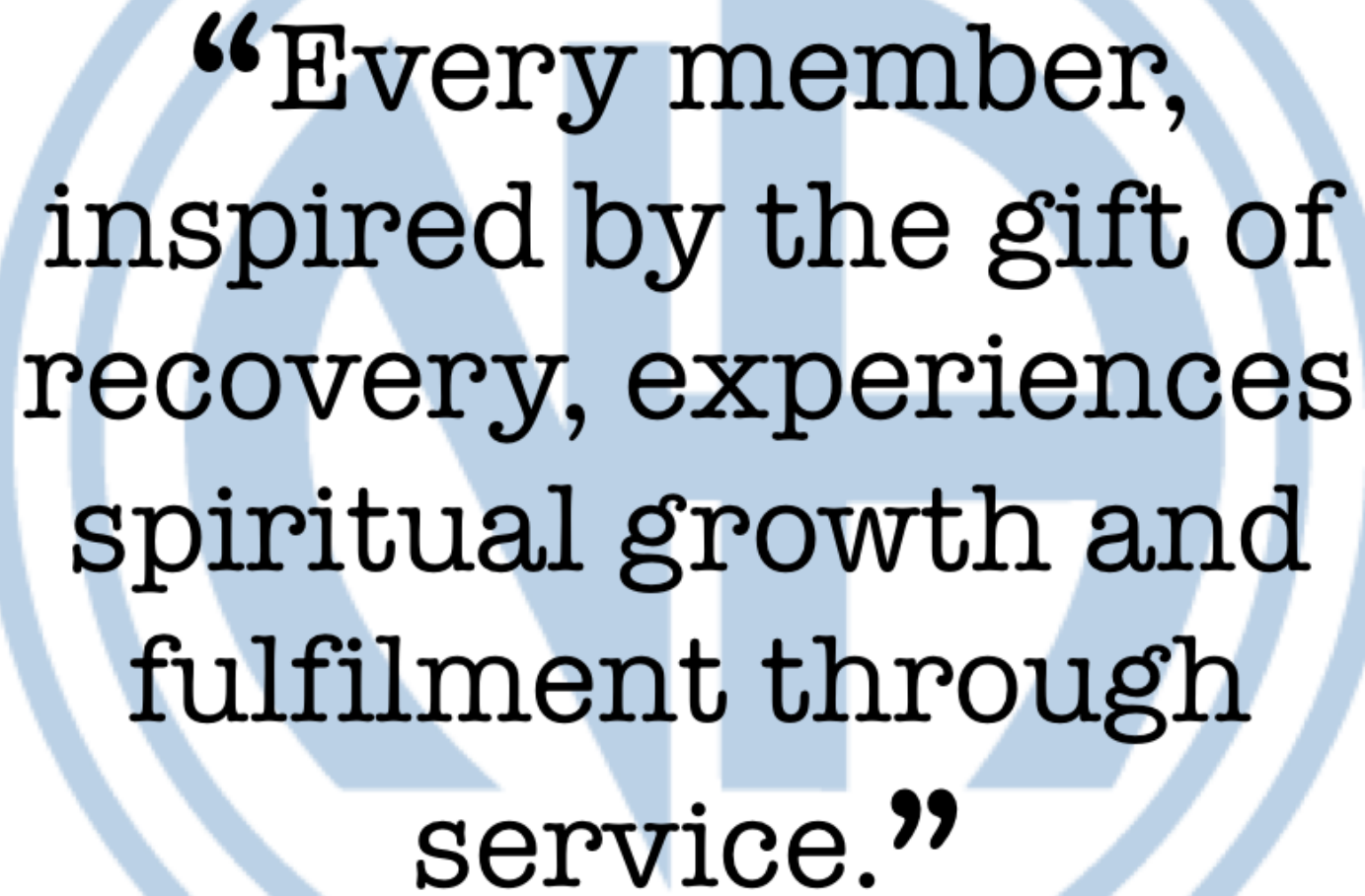


A large, light blue watermark logo is centered on the page. It consists of a circle containing a stylized 'H' and 'I' with an ampersand between them. The text 'H & I' is positioned above the word 'WORKSHOP', which is written in a larger, bold, black font with a light green drop shadow.

H & I
WORKSHOP



2020



“Every member,
inspired by the gift of
recovery, experiences
spiritual growth and
fulfilment through
service.”





RUNNING A H&I PRESENTATION

2020

Running a H & I Presentation

BEFORE THE MEETING:

- Arrive on time
- Make contact with staff (sign in, etc.)
- Familiarise any observers with facility rules
- Set up literature and invite residents to grab some



Running a H & I Presentation

DURING THE MEETING:

- Introduce yourself and any observers to residents
- Briefly explain what H & I is to them
- Start with the "What is the NA Program" Card/s
- Speaker 1 should speak for around 10 mins
- Read a couple more cards
- Speaker 2 should also speak for around 10 mins
- Read 2 more cards
- allow residents to ask questions



Running a H & I Presentation

AFTER THE MEETING:

- Don't discuss any issue involving the facility's rules, regulations, programs, or other fellowships with residents and staff
- De-brief with presenters and observers





DO'S & DON'TS



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Do's & Don'ts

THINGS TO REMEMBER

- We need to remember our boundaries and have the reputation of NA in mind; this is not a meeting
- If you are unable to make your commitment for any reason, please notify your facility co-ordinator immediately. If you can't reach the co-ordinator, please contact the facility directly
- Presentations are always delivered by a minimum of two people
- Presenters have a minimum of 6 months clean time & observers have 3 months minimum
- Presentations should never exceed one hour
- Stay away from explicit using stories
- Share stories about how the NA Program has helped you to recover from the damaging aspects of the disease



Do's & Don'ts

WHAT TO DO:

- Do obey the dress code - use common sense
- Do adhere to the security & safety regulations at all times
- Do keep the staff informed of your whereabouts.
- Do turn your phone off and keep it out of sight
- Do ask your sponsor if you can observe them
- Do sit in on multiple presentations (if possible), so you are exposed to more presentations
- Feel free to attend the next H&I Subcommittee meeting which will be advertised online



Do's & Don'ts

WHAT NOT TO DO:

- Don't wear flashy jewellery or carry excessive cash
- Sit ins do not share
- Don't attend H&I facilities alone, for your own safety and the reputation of NA
- Don't swear or mention the 'God' word
- We are not doctors , please don't tell residents to stop taking their medication or that they are not clean if they are on medication.
- Remember the clarity statement when sharing, Alcohol is a drug.
- Don't accept or give money or gifts from any resident or staff



Do's & Don'ts

WHAT NOT TO DO:

- Don't break another person's anonymity
- Don't show favouritism to any residents
- Don't ask "What are you in for?" or "What did you use?"
- Don't give anyone within the facility yours or any other members' address or telephone number
- Don't go into graphic detail or mention how much of what drug you used, or how much of a gangster you thought you were
- Don't compare your rock bottom with others
- Don't take messages and carry letters in or out of the facility
- Don't go into too much detail about the steps





FREQUENTLY ASKED QUESTIONS

...AND HOW TO ANSWER THEM



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Frequently Asked Questions

THINGS TO REMEMBER

- How do we redirect the questions back to where they need to be and the purpose of NA?
- How do we encourage a positive atmosphere?



Frequently Asked Questions

CURLY QUESTIONS

1. Are NA & AA the same?
2. Can I use antidepressants & medications?
3. Do I have to be clean to come to meetings?
4. What is a sponsor?
5. What do I do with my partner that is using?
6. Do you think I should go to rehab?
7. Which rehab is the best?
8. Can I bring my kids?
9. Won't I use if I hang around other addicts?
10. Is NA safe?
11. Isn't it boring?



ZOOM GUIDELINES

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Zoom Guidelines

THINGS TO REMEMBER

- No smoking or vaping during presentation
- If drinking, only water
- No eating during presentation
- Ensure background is clear and neutral e.g. no photos or bottles
- Be clothed appropriately and sitting upright, not laying down
- Quiet place free from external distractions (no phone, no family, no background noise, no pens to click, etc.)



Zoom Guidelines

THINGS TO REMEMBER

- Please log on at specified time (approx. 30 mins beforehand)
- Ensure you have adequate equipment and a well-functioning internet connection
- Do not share the meeting ID with anyone
- Facility may turn off video on their end to protect clients' privacy
- Please avoid moving around a lot as it can be distracting (getting up, drawing, knitting, etc.)
- Hosted & co-hosted by 2 members who don't share to avoid zoom bombing and to ensure the presentation continues if either hosts internet connection fails



Any questions?



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