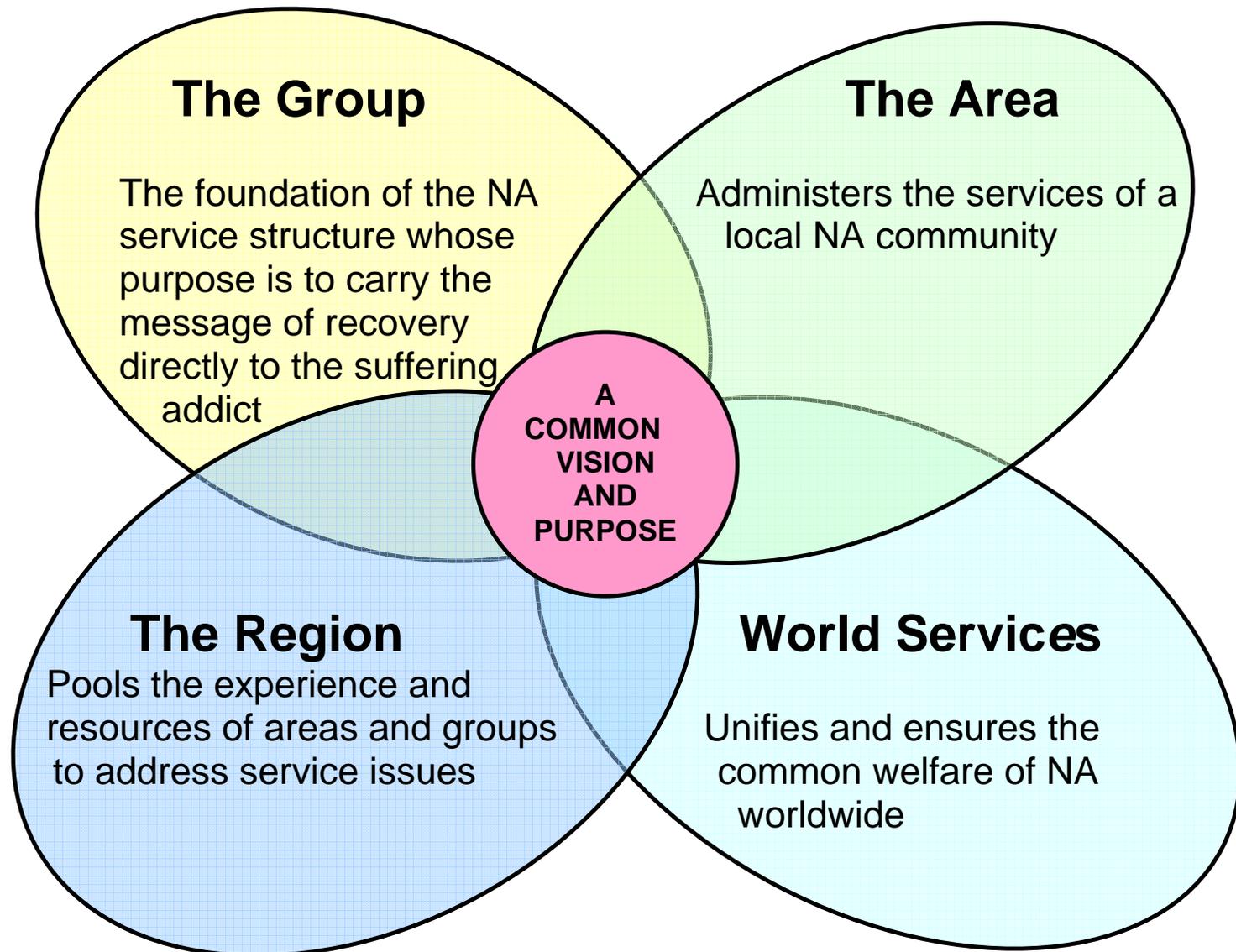


Worksheet 1 – The NA Service System

Each part of the NA structure has its own function, and in turn connects with the other parts to form a system with one primary purpose – to carry the message to the addict who still suffers.



Worksheet 1 – The Leader as a Facilitator & a Conduit of Information

Tips for Effective Facilitation...

- ◆ Keep the group focused on the goal, moving them beyond their particular self interest or points of view. A strong common purpose provides a sense of unity, regardless of personal feelings. (Remembers, leaders are focused on “the Whole, the Vision, the Future”.)
- ◆ Set ground rules for this discussion, including the notion that to make the best decision we need to consider all points of view
- ◆ When brainstorming, focus on solutions & prevent the group from evaluating the ideas presented, until it’s time to make a decision
- ◆ When the issue is controversial or when there is a lot of disagreement, ensure that comments focus on the issue, problem, or idea under discussion and not on individuals in the group.

Tips for Efficiently Sharing Information as an NA Leader . . .

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| <ul style="list-style-type: none">◆ Summarize the input you are passing on, so others can identify the most common ideas or themes (the shorter, the better).◆ Organize the information; being sensitive to how others will use it (this requires an understanding of how the information may be used to make decisions, what the functions and goals are of the service bodies to which you are delivering information).◆ Consider offering a summarized handout so that everyone has the same information.◆ Highlight items that need group discussion or feedback, or make it a worksheet that they can use to bring back feedback.◆ If possible, make detailed reports available before the ASC/RSC so that members can read them over prior to the oral report. | <ul style="list-style-type: none">◆ Remember that there are always new members in the room that will need a bit of orientation to your report. Take a few minutes to be sure all understand what the expectation is.◆ Pause at the end of each segment to field questions before changing topics.◆ If you know that you have a “hot button” issue you may want to approach the individual(s) who are passionate about it to talk through some of the finer points before engaging the entire ASC/RSC.◆ Remind members that their partnership is critical to the success of exercising the 8th Concept. They too, must turn and share much of this information with others who depend on their follow-through. |
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Functions of ALL leaders in NA:

Planning/Organizing/Prioritizing ♦ Oversight and Evaluation ♦ Communication ♦ Leadership Development ♦ Creating an Atmosphere of Recovery

Worksheet 2 – The Leader as a Facilitator Worksheet 2

Scenario: “The Hospitals & Institutions (H&I) committee is discussing where to bring a meeting – treatment or jail. There is a fair amount of disagreement among members about which facility should be chosen and why. In the end, some strong personalities on the committee that were the most vocal during the discussion are shaping the group’s opinion. As the Chairperson, you fear that decisions will be made that do not reflect the group conscience.”

What could the Chairperson have done to better manage this discussion?

Worksheet 2 – The Leader as a Conduit of Information

Scenario: You are serving as the GSR of your group. You have just spent an afternoon at the ASC and you are excited and filled with information to report. You have spent a long time putting together a detailed report that outlines all of the discussions from the service meeting. You are only part way through giving your report when the chair interrupts you and asks if you can please wrap it up.

What could you have done to better communicate the information?