

Suggested Workshop Format

Service Material from the General Service Office

In response to many inquiries at G.S.O., requesting information on conducting workshops, we have prepared this memo to share with you some ways that workshops may be conducted.

1. Each workshop selects or appoints one person to act as moderator and one person to act as reporter.
2. After the topic(s) for discussion has been decided upon, each participant is asked to write a question (3x5 cards can be provided) on the subject under discussion and pass it to the moderator. If more than one topic is on the agenda each will be discussed in turn.
3. The moderator will read each question in turn and go around the table asking for comments. (A time limit might be agreed on in advance of discussion.) A "sense of the meeting" will then be asked on each question, and will be recorded by the reporter. If cards are provided, answers can go on the back.
4. If the participants prefer to ask the questions verbally, the reporter records each question.
5. It is suggested that no one speak on any question a second time until everyone who wishes to speak has had the opportunity to do so.
6. If all workshop sections are on the same topic, one reporter is selected to give a brief report to the whole conference, assembly, etc., combining the sharing of all sections.

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If each workshop discussed a different topic, one reporter gives a brief report to the entire conference, assembly, etc.

7. If there is only one workshop, such as a District Committee Meeting, A.A. Group, etc. the report can be copied for all participants or filed for reference.

NOTE TO MODERATORS/REPORTS: It is not necessary to report all discussion—only the subject and the "sense of the meeting" need be recorded.

The notes above represent the format of the workshops that are held each year at the General Service Conference. There are other ways, of course, to conduct workshops. For instance, if a series of workshops is being held on the A.A. Guidelines or "The A.A. Service Manual combined with Twelve Concepts for World Service," participants might be asked to read the Guidelines or a chapter in the manual and come prepared with their questions. In some cases the portion to be discussed is read aloud, with each participant taking his turn to read a few paragraphs and then informal discussions on the subject take place.

However, when a report is needed or wanted, it is important to have the subject recorded, as well as the "sense of the meeting" on the subject.

If a district committee member or delegate, for instance, is trying to interest G.S.R.'s in the Guidelines or "The A.A. Service Manual combined with Twelve Concepts for World Service," it is helpful sometimes to prepare questions in advance, giving each participant a list of the questions to be discussed.

The best method is always the one that suits your own purpose best. We hope you will share with us what formats you find successful so that we will have them on hand to share with others.

Good luck and best wishes from all at G.S.O.

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