

## SUGGESTED AGENDA/GUIDELINES FOR WORKSHOPS

A workshop can be a personal presentation, a handout, skit, panel discussion, open discussion or an ask-it basket presentation, based on the topic. Refer to Conference Approved Literature and Al-Anon principles as your sources of information – keep in mind that a workshop involves more preparation than simply reading the “page of the day” and then opening it up for discussion.

1. Workshops are 45 minutes - Start and end your workshop **on time**.
2. Open with a Moment of Silence followed by the Serenity Prayer.

*God grant me the serenity  
To accept the things I cannot change, Courage  
to change the things I can, And Wisdom to  
know the difference.*

3. Introduce yourself (and co-chairs).
4. Ask everyone to please turn off or silence cell phones.
5. Please ask members to open & close doors to workshop rooms **quietly**.
6. Remind everyone attending of our 11<sup>th</sup> Tradition of Anonymity:

“Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and TV. We need guard with special care the anonymity of all A.A. members.”

7. Introduce the meeting topic and share your experience, strength and hope on the topic (5–10 min. for your ESH or 10-15 min. for a skit) (Keep in mind you are **not** telling your story).
8. After your topic has been presented, open the floor for discussion. If you have a large group, try to limit sharings to 2-3 minutes so everyone has an opportunity to share. If discussion strays from the topic, gently bring it back.
9. Please ask members to stand as they share so that all members can hear the sharings.
10. Ask someone to tell you when you have five minutes left so you can wrap it up.
11. Close **on time** with the Chair's choice of Prayer (Serenity Prayer or Lord's Prayer) followed by the Al-Anon Declaration.

*“Let it Begin With Me  
When anyone, anywhere, reaches out for help, let the hand  
of Al-Anon and Alateen always be there, and – Let it  
begin with Me.”*

12. Do your part and Higher Power will do the rest.