

Overview of Step Meeting Format

This schematic describes each section and purpose of the meeting format

SECTION	PURPOSE & DESCRIPTION	TIME
Welcome	Opening: explain purpose, ground rules, guidelines, and format of meeting	5 min.
Check-In	Quick check-ins (round robin style) to help people feel more connected and safe. Format is 30 seconds per person: state 1) your first name only, 2) the feelings you bring with you to this meeting, and 3) what you hope to get out of meeting today. The co-facilitators start check-in and model this process.	5 -10 min.
ASCA Stages & Steps	Read the ASCA 21 Steps aloud	5 min.
Step Reading from Manual	Volunteer reads <i>Survivor to Thriver</i> manual section on the step for that day	5 min.
Individual Journaling, Art work, or other exercise	Purpose: help people collect their thoughts and formulate their own ideas before going into tag shares on the step.	10 min.
Group Share [Breakout]	Note: If we have a large number of people at the meeting, co-facilitators might consider breaking up into smaller groups of 8 - 10 people, for just the group share portion of the meeting. Refer to ASCA Step Time Matrix tool to help determine how much time each person will get for shares and feedback.	
Round 1: Uninterrupted "Go-Around" Group Share	Each participant who wishes to share her/his initial thoughts/feelings on the step does so (these <i>uninterrupted</i> shares should be kept within a 2-3 minute time-frame). People can choose to pass.	18-20 min.
Round 2: Tag Shares with Feedback	Categories of feedback allowed: 1) Supportive, and 2) Information & Resources Each person has a total of 7 ½ minutes: 5 minutes for sharing his/her additional insights, questions, and feelings about the step, up to 2 minutes to receive feedback, and 30 seconds to say how they feel about the feedback.	45 min.
Checkout	Quick checkouts (round robin style) to help people feel some closure, and hear how other people are feeling about the meeting. Format is 30 seconds per person: state 1) your feelings as we close the meeting, 2) what one thing you got out of this meeting. The co-facilitators start the checkout and model this process.	5 -10 min.
Encouragement to Use Buddy System	Co-facilitators suggest that people "buddy up" with someone to work on the Steps between meetings. Purpose and benefit: Working with another person on a step, and checking in with each other between meetings, will help us reach our goals. We get feedback and encouragement from someone who is also working on similar issues. This is also totally voluntary – much like the telephone sign-up list. People self-select their "buddies". There is a set of guidelines on how to do this in the handout.	1 min.
Closing	Announcements, review next week's materials, read ASCA Closing Statement	5 min.
	Total	120 min.