

## SUGGESTED WORKSHOP FORMATS

There are many formats for workshops. You can combine one or more formats to make your workshop more interesting. It is suggested to have an agenda for participants that outline the activities. Another suggestion is to provide a survey at the end of the workshop with questions on what the participant liked, did not like, and topics for future workshops. The workshop should begin with the moderator providing an overview of the workshop topic, how the workshop is structured, and to thank all the volunteers who helped put on the event. For suggestions on workshop outlines, topics, or examples of flyers, go to the Maryland General Service Workshop Committee webpage at [www.marylandaa.org/workshop-committee/](http://www.marylandaa.org/workshop-committee/), and click on or download the document "Suggested Workshop Outlines," "Workshop Topics," or "Example of Workshop Flyers."

Below are some format examples:

- **Specialty speakers/guests** – Invite a person who is known to give workshops or presentations on specific subjects such as meditation, doing a 4<sup>th</sup> step, etc.
- **No speaker** – Hold a Q&A session with a panel of A.A. member answering the questions.
- **Speaker/Panel & Discussion Meeting** – Have 2 speakers for ½ hour-1 hour, then question and answers from an "ask it basket" for the rest of the workshop. The moderator will pick a question and the panel's answers should be limited to 2 minutes or so.
- **Literature Question & Answer Meeting** - Cut up a conference approved pamphlet and put the pieces in a basket. Draw pieces from the basket of the pamphlet and ask the panel and/or participants to share 2–3 minutes each on the subject.
- **Literature Discussion Meeting** – Use literature from conference approved materials, such as pamphlets, the Big Book, or other conference-approved A.A. daily readings or books. Read a few paragraphs and open up for discussion on that paragraph. When conversation comes to a lull (or time limit of 3–5 minutes), read a few more paragraphs or a daily reading. You can combine this with a speaker at the beginning, middle, or end.
- **Round table discussion** – After presentation by of one speaker or reading of literature, open up the subject for audience discussion.
- **Group breakout** – After a short presentation (speaker, reading of literature, history of, etc.), have the moderator separate the participants into a number of groups. Each group will be given a different topic or topic area with materials for research (such as Big Book, 12 and 12, A.A. pamphlet, Daily Reflection books, etc.). A group speaker and group recorder should be chosen for each group.
  - (1) Research & presentation - The recorder will write down the information researched that the group feels best reflects the subject matter or step's message. The groups will assemble together and listen to a report from each group's speaker.

(2) Discussion meeting – After a speaker or reading of materials, a discussion meeting can take place.

- **Picnics, barbeques, pig roast, crab feast, or other outdoor/indoor food venue -** Combined a feast with a themed workshop, general discussion meeting, speaker meeting, or mini-workshop.
- **Games** – Combine a discussion, speaker, or presentation combined with a game. Some games that have been popular in the past include A.A. Jeopardy, Wheel of Service, and Archives/A.A. History Scavenger Hunt.
- **Skits** – Act out examples of good and bad sponsor/sponsee examples or other A.A. topics, followed by a speaker, AA reading, panel or discussion meeting
- **Maryland General Services Committee presentations** – Request a presentation from one of the Maryland General Service Committee's for a topic that interests your district. Chose from the following MGS Committees: Cooperation with Professional Community, Corrections, Finance, Grapevine, Literature, Public Information, Treatment, Website, Technology, Archives, Intergroup Liaisons, MARGENSER, Registrar, Accessibilities, or Workshop.
- **Movie Night** – Show an A.A. Movie and include popcorn, snacks, and soda. A speaker or discussion can be included before or after the movie. If you are doing history of A.A., you could invite the chairperson of the MGS Archives Committee, who will be able to bring a sampling of materials from the A.A. archive.