

## **Introduction to ASCA Step Work Meetings (rev 9.21.06)**

*Step Work* meetings are one of two standard meeting formats we offer. The other is the *Rotational Meeting* format. Both provide effective structures (when used appropriately) for participants to safely share experiences, resources, and support in a group environment.

The Step Work Meeting format works through the 21 steps of the ASCA program. The strengths of this structure are:

1. The format provides a *systematic* approach to understanding and actively working the steps with the *encouragement* of peer support.
2. A *Transitional* meeting, held between stages, provides time for additional reflection and sharing.

## **Understanding the Format**

We have provided all of the materials you will need in this package. To understand the actual format:

1. Begin by reading the *Step Meeting Format Schematic*. This document will help you understand the purpose of each section and meeting time management.
2. Review the *Step Work Meeting Script* and *Step Work Meeting Transitional Script*. These are the documents you will use to facilitate meetings.
3. You may also want to review *Tips for Starting an ASCA Group (not included in this package)*. This document contains general information and ideas about starting a community-based ASCA support group. You can download it by clicking on the link in the individual files section on the Meeting Resources download page.

### **Transitional Meeting Note:**

Meeting participants will sometimes gain new insights or just need to stay with a certain step longer than others. The Transitional meeting gives participants some time to reflect back on each of the 7 steps they have just completed before moving on to studying the next stage.

We recommend that you conduct two Transitional meetings between Steps 7 and 8, between Steps 14 and 15, and after Step 21 (before moving on to Step 1 again).

## **Step Work Meeting Materials – Participant Materials**

### **Survivor to Thriver Manual**

This is the essential workbook used by participants in the ASCA program. Encourage each participant to download or purchase his or her own copy of the Survivor to Thriver manual.

### **Step Work Meeting Participant Handout**

This handout lists the meeting ground rules and provides an understanding of how to participate in the meetings. Give a copy of this handout to each participant.

## **Step Work Meeting Materials – Facilitator Materials**

### **Step Meeting Format Schematic**

This key document contains a complete overview of the Step Work meeting format. It provides both the purpose of and a description of each section of the meeting structure.

### **Step Work Meeting Script and Step Work Meeting Transitional Script**

These key documents are the scripts that you will use to facilitate meetings.

### **Step Work Meeting Time Management Matrix**

This document helps you quickly calculate how much time to allocate for shares and feedback during meetings.

### **ASCA 21 Steps**

This one-page handout contains the stages and steps of the ASCA program. Pass this document around the room at the beginning of each meeting so that volunteers can read the steps aloud.

### **Telephone Buddy List**

This *voluntary* list allows meeting participants to contact each other for support and to work on the manual between meetings. Pass a blank version of this document around the room at the end of each meeting.