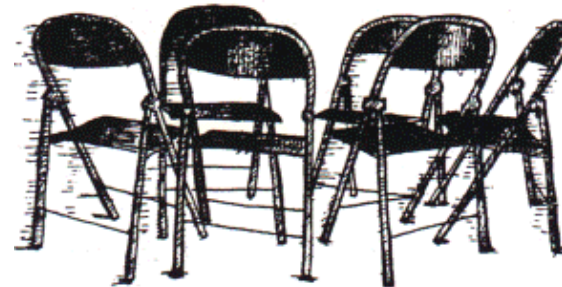


# **Self-Help Groups: Making it work!**

## Shared Leadership Workbook

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## **Shared Leadership Workbook**

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This workbook is a planning tool to help you decide, clarify and/or redefine your group's shared leadership structures. Shared leadership is a key characteristic of the self-help approach. This workbook can be used by: 1) new groups before your first meeting; 2) existing groups to review and revise your agreements; or 3) groups transitioning from professional-led to member-led leadership structures.

The Workbook defines leadership as: Leadership = Leaders + Ship.

The "Leaders" are the people who help out in any way with the tasks necessary to plan, prepare, publicize, hold, facilitate, or clean up a group meeting/activity. Each person who helps (in ways big or small) is a leader. The "Ship" is the structural part of your group. This part includes decisions about your: 1) goals and boundaries; 2) group activities; 3) sharing of the workload; 4) guidelines for group discussions; 5) external supports (to call on when needed); and 6) ways to maintain momentum. Each page in the Shared Leadership Workbook includes leading questions and blank areas for you to address these decision topics. Use the Workbook to build, renovate or repair your ship.

To maximize shared leadership, involve as many group members as possible in discussing and deciding these structural questions. Contact the Ontario Self-Help Network for further guidance or resources.

# LeaderSHIP

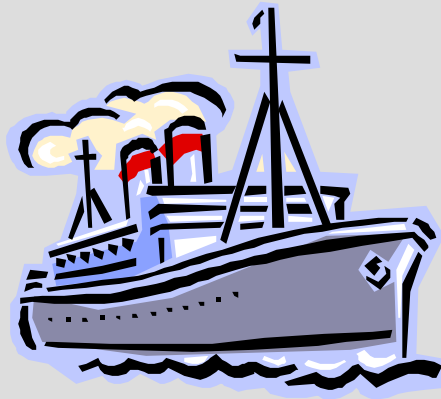
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**Leaders**



+

**Ship**



- ✓ Clear goals & boundaries
- ✓ Outline of group activities
- ✓ Sharing of the workload
- ✓ Guidelines for group discussions
- ✓ External supports
- ✓ Ways to maintain momentum

# LeaderSHIP: Clear goals and boundaries

- Who are we?

(What do group members have in common?)

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- The two main goals of our group are:

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- This is a self-help/mutual aid group. Since we are not professionals, we are not able to:

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# LeaderSHIP: Outline of group activities

- Our group meets:

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- Group activities during meetings:

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- Group activities between meetings:

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- Regular ways for participants to give feedback and make suggestions are:

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# LeaderSHIP: Sharing the workload

## Sample job titles:

- Contact person
- Time-keeper
- Refreshment co-ordinator
- Welcomer
- Information/publicity
- Phoners
- Meeting leaders #1 and #2

- Here is our plan to share and rotate jobs:

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# LeaderSHIP: Guidelines for Group Discussions

- When speaking to the group:

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- When responding to others:

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- Strategies to protect confidentiality/anonymity:

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# LeaderSHIP: External Supports

- Other self-help groups:

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- Helping professionals and crisis numbers:

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- Newsletters, magazines, books, tapes, manuals:

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- Self-help resource centres and training opportunities:

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# LeaderSHIP: Ways to Maintain Momentum

- Ways to acknowledge and thank existing leaders:

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- Ways to recruit new members:

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- Times and ways to celebrate accomplishments:

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- Ways to take a break:

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