



Co-Host and Host Training



Typically, training for 12 Step meeting facilitation has been provided by the current or former chairpersons. Going forward, Recovery Road Online (RRO) will follow this principle to guide our training program.

The technical skills that a Co-host needs to learn are best learned through hands-on experience. Co-host trainers will be recruited to provide this experience.

Host training will be provided by experienced host in a seminar format.

Background



Requirements:

To receive **Co-host** training, you only need be a member of RRO (according to Group Unity Step 3: “A desire to stop gambling”). There are no clean time requirements to use technology or type messages into chat. This is service that anyone can perform which helps both the meeting and the individual.

Next Steps:

1. Review the Co-Host Checklist
2. Watch the training video tutorials listed on page five to learn how to perform all the tasks on the Co-host Checklist
3. Contact one of the Co-host trainers listed under Resources or in the Facilitator Group on RRO’s Facebook page to schedule a skills/tasks training session(s) using the Zoom training room
4. Once you feel confident, ask different hosts to let you be their co-host so you can practice the tasks on the Checklist
5. Review and be familiar with RRO’s Safety Protocol, 12 Steps of Recovery, and 12 Steps of Group Unity – located on RRO’s website

Co-Host Requirements and Next Steps

Co-Host Will Be Able to Perform the Following Tasks...

- Rename Participants
- Enable, Disable, and Monitor the Waiting Room
- Enable, Disable, and Monitor the Chat
- Post Information in the Chat (Topic, Order of Raised Hands, URLs, etc.)
- Share Screen
- Mute and Unmute Participants
- Lower Participants Hands
- Identify and Remove Bombers and Disruptive Participants

Co-Host Checklist

Tutorials

Basic In-Meeting Navigation: <https://www.youtube.com/watch?v=Dcd6nNmtGo0>

Using the Waiting Room: <https://www.youtube.com/watch?v=KzoJ51Tpu1c&t=3s>

Chat and Reactions: <https://www.youtube.com/watch?v=0ZxPLJC4NMc>

Share Your Screen: <https://www.youtube.com/watch?v=C4sptqFb0Bk>

Links to Video Tutorials



Co-Host Trainers	
Alicia	Maggie
Brad	Mo
Dan C	Ronnie
Grace	

If, Co-Host Trainers belong to the Recovery Road Online Chairpersons Facebook Group <https://www.facebook.com/groups/557256271597206> they can be contacted there. If they are not in that group, send them a chat when you see them in the rooms.

List of Co-Host Trainers

Requirements:

- Member of RRO
- 90 days of abstinence from gambling
- Successful completion of **Co-host** training
- Review and be familiar with **RRO's Safety Protocol, 12 Steps of Recovery, and 12 Steps of Group Unity**

Next step:

If you meet these requirements and desire to become a host with access to the host code, please contact the **Training Committee** via email Training@recoveryroadonline.com to request Host training which will be scheduled as needed.

Host Requirements and Next Step

Host Will Be Able to Perform the Following Tasks...

- Facilitate a meeting in a fair and even-handed manner
- Open the meeting using RRO's meeting script
- Be able to articulate the format of your meeting and explain the ground rules for that meeting
- Advise participants on safety issues and be willing to promote safety
- Be familiar with the Group Conscience process and be willing to conduct a group conscience, if needed
- Call on participants and monitor for appropriate sharing
- Promote, supervise, and support Co-host activity, including making someone a Co-host
- Rename Participants
- Enable, Disable, and Monitor the Waiting Room
- Enable, Disable, and Monitor the Chat
- Post Information in the Chat (Topic, Order of Raised Hands, URLs, etc.)
- Share Screen
- Mute and Unmute Participants
- Lower Participants Hands
- Identify, manage and or remove bombers and disruptive participants
- End the meeting for all

Host Checklist



RESOURCES



- ❑ RRO Website: <https://recoveryroadonline.com/>
- ❑ **Chairperson Training** tab (Presentation, Safety Protocol, & Host Package): <https://recoveryroadonline.com/chairperson-training>
- ❑ **Host Package** – Access from the Chairperson Training tab **and** under Downloads: <https://recoveryroadonline.com/downloads>
- ❑ **RRO Safety Protocol** – Access from the Chairperson Training tab **and** under Downloads: <https://recoveryroadonline.com/downloads>
- ❑ **12 Steps of Recovery** – Access from the Twelve Steps tab: <https://recoveryroadonline.com/twelve-steps>
- ❑ **12 Steps of Group Unity** – Access from the Group Unity Steps tab: <https://recoveryroadonline.com/unity-steps>
- ❑ **Co-Host Trainers List** – Co-Host and Host training presentation **and** on the Recovery Road Online Chairperson Facebook Group
- ❑ **Training Committee email** – Training@recoveryroadonline.com
- ❑ **Training Room** – ID 123 891 398, Password 1234, Host Code: 223344
- ❑ **Recovery Road Online Chairpersons Facebook Group** <https://www.facebook.com/groups/557256271597206>

Resources

- Adhere to that meeting's format and ground rules*
- Start on time and end on time*
- Be friendly and helpful*
- Stick to recovery-related topics*
- Thank participants for their share*
- Avoid comments on shares except when necessary*

Suggestions for a Good Meeting



*In advance,
thank you for
your service.*