

Pathwork™ Steps

Workshop Guidelines and Suggestions

revised 11/26/21

1. Registering

- a. Workshops will be held during Week 4 or 5 of the usual lecture study cycle, on the same times and dates: Wednesday 7pm-9:30pm, Friday 2pm-4:30pm, Sunday 10am-12:30pm (US Eastern)
- b. Suggested fee is between US \$10-\$40, payable via Paypal, Venmo, or Zelle. Please only pay what works for you. Contact Jan if you need other options.
- c. You may attend multiple dates in the same week at no extra charge. However, *please sign up 48 hours prior* for the additional dates to avoid cancellations.
- d. Please registrations at least 48 hours prior, and indicate a 2nd choice if you have the flexibility to shift to another date. If the number of registrations can't support the planned exercises, the workshop may be cancelled (fees refunded).
- e. You are registered once payment is received, *along with a time/date choice*.
- f. Zoom codes will be sent 24-48 hours prior the workshop.
- g. Please email me at janrigsby@gmail.com if you have any questions or concerns.

2. Time Management

- a. Allow up to 3 hours for each workshop vs. the usual 2 hour meeting format. This will allow for questions afterwards, or some time for you to reflect.
- b. Plan to arrive a few minutes before the scheduled start time. If your schedule requires you to arrive late or leave early please let me know as soon as possible. If a breakout room exercise has already begun when you arrive, you may not see anyone else's icon until the exercise is complete.

3. Suggestions

- a. Please arrange to have as much privacy as possible, so that you can unmute without background noise and are able to focus on what others are saying.
- b. Have water, a snack, and writing materials available. We will take several 5-minute breaks to allow for stretching and self-care.
- c. If you have a video option and don't normally use it, please consider doing so for the introductions and the exercises. Not being seen by participants may limit their ability to connect or work with you during exercises. If you don't want your background area seen by others, Zoom allows you to choose a background picture or personal photo to protect your privacy.
- d. Not having video access of any kind (such as those who need to phone in) may make participation challenging. I don't know how Zoom informs phone participants what is going on when they are transferred to a breakout room and then back to the main room. Non-video also means you won't be able to see slides or read instructions for the exercises, although I will be explaining and demonstrating these.

4. Recordings and Handouts

- a. Workshops will be recorded, then edited to delete all participant contributions. Both audio and video recordings will be provided as part of your registration.
- b. Presentation slides will be emailed after the workshop, along with additional materials (if available) referenced as part of the discussions or exercises.