NEW DAY RECOVERY
Session 51 Handout

Leading the Room: Open, Hold, Close

From Session 51. Leading a room is open, hold, and close — structure, not talking.

Name: _____ **Date:** _____

The structure

- **Purpose, agreements, check-in.**Open:
- **One voice at a time; draw out a quiet member without putting them on the spot.**Hold:
- **On time, with a one-sentence summary and a bridge to the next thing.**Close:

The agreements lead; you enforce. Every intervention points at an agreement the room already made: “Hold on — one voice at a time; that’s our agreement.” Invite; never corner. Ending well is a form of respect the room can feel.

My opening script

Purpose sentence:

The two agreements I would name:

My first check-in question:

My closing summary sentence

Feedback uses the observation–impact–request pattern.