



Although every workplace is unique, consider these key factors when preparing to run an Alpha in your workplace.

## PREPARING FOR ALPHA WORKPLACE

1. Find out if Alpha or other faith-based groups meet at your workplace and get to know those leaders. Perhaps you can work together to offer Alpha.
2. Get permission to run Alpha from HR or your Executive team. and reassure them they don't have to endorse Alpha, rather you'd like permission to use the facilities and promote it. Let them know Alpha is open to everyone regardless of their background. If you work in a government office, please ensure that you know the laws relating to a faith-based group meeting on the premises.
3. Build and train your team with co-workers who connect well with colleagues. Pray together as you are able.
4. Ensure your invitations meet your company guidelines. Posters and emails can provide information, but it's the one-to-one invitation that convinces people to try Alpha.
5. Finalize logistics including: time of day that is best to run your Alpha, food, technology and guest communication.

BEFORE WORK	DURING LUNCH	AFTER WORK
<b>TIMEFRAME:</b> 60 minutes <b>MEET:</b> Conference room or shared space <b>FOOD:</b> Coffee & breakfast items <b>PRO:</b> Great start to the day <b>CON:</b> Harder with family responsibilities	<b>TIMEFRAME:</b> 50 minutes <b>MEET:</b> Conference room or shared space <b>FOOD:</b> Bring own lunch or cater in <b>PRO:</b> Happens during the workday <b>CON:</b> Most time restrictive	<b>TIMEFRAME:</b> 75-90 minutes <b>MEET:</b> Gather in a home or other venue outside of work <b>FOOD:</b> Provide supper <b>PRO:</b> Longer time for small groups; other family members can join <b>CON:</b> Meeting outside the office may be a barrier to some people

## RUNNING WORKPLACE ALPHA

1. Make it a fun environment, laughing is encouraged.
2. Serve food and drinks while watching the video to save time.
3. If you run before work or during lunch, ending on time is very important.
4. Do the Alpha Day Away. This is a key part of Alpha and a way to build strong relationships with others. Either take a Saturday to go away somewhere special as a group or add additional weeks to cover the main talks on the Holy Spirit.
5. Think about the small group dynamics and put guests into groups where they will feel free to share their thoughts and opinions in a respected and judgement free space.

# ALPHA WORKPLACE GETTING STARTED

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## ADDITIONAL RESOURCES

- Register your course and access materials at no cost:  
[alphausa.org/run](https://alphausa.org/run)
- Attend a Run Alpha Training:  
[alphausa.org/events](https://alphausa.org/events)
- Connect with a Workplace Coach/Specialists:  
[alphausa.org/specialists](https://alphausa.org/specialists)
- Check out and utilize promotional materials on:  
<https://outreach.com/partners/alpha>
- Read Patricia's story of running Alpha in her workplace:  
<https://asiapacific.alpha.org/patricias-story-2/>