

GSF 201: COURSE SYLLABUS & OUTLINE

Our Get SMART FAST (*Facilitator And Support Team*) Facilitator Training Program course has been designed to provide you with the necessary knowledge of SMART Recovery and its 4-Point Program to proceed capably, comfortably (and authoritatively) in the role of a SMART Recovery meeting Facilitator or Volunteer.

LEARNING OBJECTIVES

UPON COMPLETION OF THE TRAINING, YOU WILL BE ABLE TO:

- ✦ Express the confidence to start a SMART Recovery[®] meeting.
- ✦ Demonstrate an appropriate knowledge of the SMART Recovery[®] concepts and tools.
- ✦ Demonstrate knowledge of the tools and how they support recovery.
- ✦ Demonstrate high quality meeting facilitation skills.
- ✦ Apply the knowledge you have gained to facilitate a quality SMART Recovery[®] meeting.

It is a requirement all our meeting Facilitators—whether face-to-face or online—complete this training program course. The training takes place entirely online utilizing the Moodle e-learning platform, where all the training content and materials is provided within the training course. The training takes place over approximately 8-weeks, with the typical session being 55 - 60 days start to finish.

The bulk of the training consists of the “self-study” portion, where you will review the various video presentations, reading materials, DVDs, and other training materials, complete segment training exercises and quizzes. This is done at your own pace and convenience. We have estimated this self-study portion to take approximately 30 hours to complete. The only “deadline” is all of the training coursework needs to be completed within the time frame of the training session. There are two optional “live” online training meetings which wrap-up and complete each session.

The first meeting consists of multiple role-play scenarios and exercises presented for discussion and application of the SMART Recovery tools and techniques. The final meeting is a Q&A session with members of the training team, addressing any questions and concerns you have in moving forward with your meeting plans.

GETTING STARTED: WELCOME & INTRODUCTION

"Check-in" to the course to get started with your training

(Estimated Completion Time: 0.5 hour)

☀ Review the materials:

- Course Syllabus & Outline (9 pages)

☀ Course "check-in"

- "Check-in" and Introductions

SEGMENT 1: INTRODUCTION TO SMART RECOVERY

An introduction to the SMART Recovery organization and program

(Estimated Completion Time: 4 hours)

LEARNING OBJECTIVES

UPON COMPLETION OF THIS SEGMENT, YOU WILL BE ABLE TO:

- Discuss the structure and history of the SMART Recovery® organization.
- Summarize and discuss the SMART Recovery 4-Point Program®.
- Explain how each of the 4 points supports recovery.
- Describe how changing thoughts can change emotions and behaviors.
- Demonstrate how to apply the code of conduct for SMART Recovery® Volunteers.

☀ Presentation:

- SMART Recovery: Our History & Background (9:20)
- SMART Recovery: Who We Are, What We Do & How We Do It (6:20)

☀ From the SMART Recovery Facilitator's Manual:

- Being a SMART Facilitator (4 pages)
- Code of Conduct for SMART Volunteers (3 pages)

☀ From the SMART Recovery Handbook:

- About SMART (2 pages)
- Introduction to SMART Recovery (7 pages)
- SMART Science (2 pages)
- Getting Started with SMART Recovery (8 pages)

☀ From the SMART Recovery Library:

- SMART Recovery: Positions, Methods & Principles (4 pages)
- Some Common Questions (7 pages)
- Introduction to REBT (6 pages)
- Basics of REBT (7 pages)
- One Minute ABC for Facilitator (2 pages)

☀ COMPLETE THE TRAINING EXERCISE

☀ TRAINING EXERCISE REVIEW

☀ TAKE THE QUIZ

SEGMENT 2: GETTING YOUR SMART MEETING UNDERWAY

Hints, tips and tricks on getting a SMART Recovery meeting up and running

(Estimated Completion Time: 4 hours)

LEARNING OBJECTIVES

UPON COMPLETION OF THIS SEGMENT, YOU WILL BE ABLE TO:

- Recognize what makes a quality meeting.
- Summarize and discuss the meeting outline.
- Recognize common meeting problems and how to respond to them.
- Create an initial plan for starting a new or expanding an existing meeting.

From the SMART Recovery Facilitator's Manual:

- Starting your SMART Recovery Meeting (10 pages)
- Running a SMART Recovery Meeting (11 pages)

From the SMART Recovery Library:

- What is a Quality SMART Recovery Meeting Like? (2 pages)
- Consistency in SMART Recovery Meetings (3 pages)
- Pass the Hat, Pass the Brochure (2 pages)

Training Videos:

- Facilitating a Basic SMART Recovery Meeting (Part 1, 20:05)
- Facilitating a Basic SMART Recovery Meeting (Part 2, 19:20)
- Facilitating a Basic SMART Recovery Meeting (Part 3, 14:51)
- Facilitating a Basic SMART Recovery Meeting (Part 4, 21:43)
- Facilitating a Basic SMART Recovery Meeting (Part 5, 12:48)

From the SMART Recovery Library:

- Stealth Facilitator Recruiting (3 pages)
- Facilitator Meetings vs. Host Meetings (1 page)
- Host Recruiting & Supervision (1 page)

COMPLETE THE TRAINING EXERCISE

TRAINING EXERCISE REVIEW

TAKE THE QUIZ

SEGMENT 3: THE STAGES OF CHANGE

An introduction to Prochaska and DiClemente's "Stages of Change"

(Estimated Completion Time: 3 hours)

LEARNING OBJECTIVES

UPON COMPLETION OF THIS SEGMENT, YOU WILL BE ABLE TO:

- Summarize and discuss each of the Stages of Change.
- Apply the knowledge of how to identify someone's probable stage.

Presentation:

- The Stages of Change (14:03)

From the SMART Recovery Library:

- SMART Recovery: Transtheoretical Model of Change (11:25)
- The Stages of Change Model (4 pages)
- What's All This Talk About Change? (1 page)
- Understanding the Stages of Change (1 page)
- Enhancing the Stages of Change (1 page)
- Matching SMART Tools to the Stages of Change (1 page)

COMPLETE THE TRAINING EXERCISE

TRAINING EXERCISE REVIEW

TAKE THE QUIZ

SEGMENT 4: THE SMART RECOVERY TOOLS & 4-POINT PROGRAM

An in-depth review of the SMART Recovery Tools and 4-Point Program

(Estimated Completion Time: 7 hours)

LEARNING OBJECTIVES

UPON COMPLETION OF THIS SEGMENT, YOU WILL BE ABLE TO:

- Recognize the primary SMART Recovery® tools.
- Determine the appropriate tools for each Stage of Change.
- Identify how to integrate the tools into the SMART Recovery 4-Point Program®.
- Explain and demonstrate the use of the primary SMART Recovery® tools.

Presentation:

- The SMART Recovery Tools & 4-Point Program (16:03)

Training Videos:

- The SMART Recovery 4-Point Program (Part 1, 33:54)
- The SMART Recovery 4-Point Program (Part 2, 33:51)

From the SMART Recovery Handbook:

- Point 1: Building & Maintaining Motivation (11 pages)
- Point 2: Coping with Urges (19 pages)
- Point 3: Managing Thoughts, Feelings, and Behaviors (16 pages)
- Point 4: Living a Balanced Life (16 pages)

From the SMART Recovery Facilitator's Manual:

- Using the Tools (25 pages)
- Presenting the Tools in a New Meeting (9 pages)
- Presenting the Tools in a New Meeting: Handouts (8 files)

From the SMART Recovery Library:

- The Stages of Change as a SMART Recovery Tool (2 pages)
- Beyond the ABCs (1 page)
- SMART Recovery Toolbox (28 pages)

COMPLETE THE TRAINING EXERCISE

TRAINING EXERCISE REVIEW

TAKE THE QUIZ

SEGMENT 5: MOTIVATIONAL INTERVIEWING IN SMART RECOVERY

Using Motivational Interviewing, REBT, and other facilitation skills in SMART Recovery

(Estimated Completion Time: 3 hours)

LEARNING OBJECTIVES

UPON COMPLETION OF THIS SEGMENT, YOU WILL BE ABLE TO:

- Recognize the OARS method.
- Demonstrate creating open-ended questions.
- Demonstrate giving affirmations.
- Demonstrate creating reflections.
- Demonstrate creating summary statements.
- Recognize that OARS is the general limit of the Facilitator's role.
- Discuss how the principles of Motivational Interviewing (DEARS) apply in SMART Recovery®.

Presentations:

- Introduction to Motivational Interviewing (9:26)
- OARS: The Four Basic Skills of Motivational Interviewing (13:05)
- DEARS: The Five Principles of Motivational Interviewing (11:30)

From the SMART Recovery Facilitator's Manual:

- Facilitation Skills (22 pages)

From the SMART Recovery Library:

- Using Motivational Interviewing Techniques in SMART Recovery (7 pages)
- Motivation Techniques for the Stages of Change (1 page)
- Why Advice Isn't SMART (1 page)

COMPLETE THE TRAINING EXERCISE

TRAINING EXERCISE REVIEW

TAKE THE QUIZ

SEGMENT 6: SMART RECOVERY IN ACTION

Applying what you are learning into action
(Estimated Completion Time: 4 hours)

LEARNING OBJECTIVES

UPON COMPLETION OF THIS SEGMENT (and its meeting), YOU WILL BE ABLE TO:

- Demonstrate conducting a basic ABC exercise.
- Demonstrate conducting a basic CBA exercise.
- Demonstrate how to respond to common meeting problems.
- Recognize and identify common Facilitator errors.
- Review and revise your plan for starting a new or expanding an existing meeting.

Training Videos:

- Facilitating an Advanced SMART Recovery Meeting (Part 1, 32:29)
- Facilitating an Advanced SMART Recovery Meeting (Part 2, 25:19)
- Facilitating an Advanced SMART Recovery Meeting (Part 3, 24:33)

From the SMART Recovery Facilitator's Manual:

- Facilitation Challenges (16 pages)
- Questions Facilitators are Asked (3 pages)

From the SMART Recovery Library:

- SMART Recovery Ground Rules (2 pages)
- A Facilitator Toolbox (3 pages)
- Avoiding Facilitator Traps (2 pages)
- Coping with Facilitator Urges (2 pages)
- SMARTalogues and FRIENDLY Recovery (2 pages)

COMPLETE THE TRAINING EXERCISE

TRAINING EXERCISE REVIEW

TAKE THE QUIZ

SEGMENT 7: LEADING AN AUTHORITATIVE SMART RECOVERY MEETING

Meeting management and achieving an authoritative balance in your meeting

(Estimated Completion Time: 3 hours)

LEARNING OBJECTIVES

UPON COMPLETION OF THIS SEGMENT (and its meeting), YOU WILL BE ABLE TO:

- Recognize the role of authority in group interactions.
- Describe how various Facilitator behaviors will influence SMART Recovery® meetings.
- Demonstrate the capacity to interrupt participants in the service of the meeting.
- Identify and express any fears or concerns about leading meetings.
- Develop and present a final plan for starting or expanding meetings.

From the SMART Recovery Library:

- Facilitator Qualities & Skills (2 pages)
- Correcting Misstatements About SMART Recovery (1 page)
- What We Don't Know & Can't Promise (3 pages)
- It's the Meeting! (3 pages)
- Leading an Authoritative SMART Recovery Meeting (11 pages)
- The Dreaded "Dead Zone" (2 pages)

COMPLETE THE TRAINING EXERCISE

TAKE THE QUIZ

SEGMENT 8: THE "FINALS"...

Wrapping up your training coursework

(Estimated Completion Time: 1.5 hours)

ON A "FINAL" NOTE...

- The Importance of Volunteer Wellbeing

TAKE THE FINAL EXAM

SEGMENT 9: FAST FORWARD

Additional information and resources for moving forward

(Estimated completion time: 1 hour)

REVIEW THE MATERIALS

- SMART Recovery Regional Coordinators (1 page)
- FAST Forward: Ongoing Training & Support (2 pages)
- Local Fundraising Guidelines (1 page)
- Social Meeting Guidelines (4 pages)

FOR YOUR FUTURE REFERENCE & USE

- Facilitator's Manual
- Meeting Startup Info & Materials (24 files)
- Meeting Host Materials
- CheckUp & Choices (10 pages)

COURT OUTREACH

- Court Outreach Instructions & Worksheet (4 pages)
- Court Outreach Materials

WANT TO LEARN MORE?

- SMART Recovery Suggested Reading List (5 pages)

SEGMENT 10: TRAINING MEETINGS

Attend the optional training meetings

(Estimated completion time: 3 hours)

- TRAINING MEETING: SMART Recovery in Action
- TRAINING MEETING: Leading an Authoritative SMART Recovery Meeting

SEGMENT 11: SESSION WRAP-UP

Your Facilitator's Manual, Training Evaluation & Completion Certificate

TRAINING EVALUATION & FEEDBACK

COMPLETION CERTIFICATE