Getting Started

WELCOME & INTRODUCTIONS
"Check-in" to the course to get started with your training
(Estimated completion time: 30 minutes)

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.

REVIEW THE MATERIALS
- Welcome (2 pages)

COURSE "CHECK-IN"
- "Check-in" and Introductions
INTRODUCTION TO SMART RECOVERY
Overview of the SMART Recovery organization and program
(Estimated completion time: 2.5 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.

SMART Recovery: Who We Are, What We Do and How We Do It

Who We Are, What We Do & How We Do It (6:20)

REVIEW THE MATERIALS

From the SMART Recovery Facilitator's Manual:
• Being a SMART Facilitator (3 pages)
• Code of Conduct for SMART Volunteers (2 pages)

From the SMART Recovery Handbook:
• Introduction to SMART Recovery (4 pages)
• SMART Science (2 pages)
• Getting Started with SMART Recovery (7 pages)

From the SMART Recovery Library:
• SMART Recovery: Positions, Methods & Principles (4 pages)
• Introduction to REBT (6 pages)
• Basics of REBT (7 pages)

COMPLETE THE SEGMENT REVIEW

Segment 1: Self-check and review

TAKE THE SEGMENT QUIZ

Quiz: Segment 1
Segment 2

THE STAGES OF CHANGE
An introduction to the "Stages of Change" model
(Estimated completion time: 2.5 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.

The Stages of Change (14:03)
SMART Recovery: Transtheoretical Model of Change (11:25)

REVIEW THE MATERIALS

From the SMART Recovery Library:
- 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)
- The Stages of Change as a SMART Recovery Tool (2 pages)
- Matching SMART Tools to the Stages of Change (1 page)

COMPLETE THE SEGMENT REVIEW

Segment 2: Self-check and review

TAKE THE QUIZ

Quiz: Segment 2
Segment 3

THE SMART TOOLS & 4-POINT PROGRAM
An in-depth review of the SMART Recovery tools and 4-Point Program
(Estimated completion time: 5 hours)

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.

REVIEW THE MATERIALS

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 Library:
- Beyond the ABCs (1 page)

From the SMART Recovery Facilitator’s Manual:
- Using the Tools (24 pages)
- Presenting the Tools in a New Meeting (9 pages)

RESOURCE: Handouts for "Presenting the Tools in a New Meeting" (8 files)

COMPLETE THE SEGMENT REVIEW

- Segment 3: Self-check and review

TAKE THE QUIZ

- Quiz: Segment 3
Segment 4

MOTIVATIONAL INTERVIEWING
Motivational Interviewing, REBT, and other facilitation skills
(Estimated completion time: 3 hours)

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®.

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)

REVIEW THE MATERIALS

From the SMART Recovery Facilitator's Manual:
- Facilitation Skills (21 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 SEGMENT REVIEW

Segment 4: Self-check and review

TAKE THE QUIZ

Quiz: Segment 4
GETTING YOUR MEETING UNDERWAY

Getting your SMART Recovery meeting up and running
(Estimated completion time: 4 hours)

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.

REVIEW THE MATERIALS

From the SMART Recovery Facilitator's Manual:
- Starting your SMART Recovery Meeting (9 pages)
- Running a SMART Recovery Meeting (10 pages)

From the SMART Recovery Library:
- What is a Quality SMART Recovery Meeting Like? (2 pages)
- Consistency In SMART Recovery Meetings (3 pages)
- Why Would Anyone Pay for a "Free" SMART Meeting? (1 page)
- Passing the Hat: Raising Standards (2 pages)
- Pass the Hat, Pass the Brochure Statement (1 page)

COMPLETE THE SEGMENT REVIEW

- What's your plan?
- Segment 5: Self-check and review

TAKE THE QUIZ

- Quiz: Segment 5
Segment 6

SMART RECOVERY IN ACTION
Putting what you're learning into action
(Estimated completion time: 3 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.

⭐ REVIEW THE MATERIALS

⭐ 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 (15 pages)
- Questions Facilitators are Asked (2 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 SEGMENT REVIEW
- Segment 6: Self-check and review

⭐ TAKE THE QUIZ
- Quiz: Segment 6
LEADING AN AUTHORITATIVE MEETING
Meeting management: Achieving "authoritative" balance in meetings
(Estimated completion time: 3 hours)

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.

🌟 REVIEW THE MATERIALS

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)
- Leading an Authoritative SMART Recovery Meeting (11 pages)
- The Dreaded "Dead Zone" (2 pages)
- One Minute ABC for Facilitators (2 pages)

🌟 COMPLETE THE TRAINING EXERCISE

- Segment 7: Self-check and review

🌟 TAKE THE QUIZ

- Quiz: Segment 7
Segment 8

THE "FINALS"
Wrapping up your training coursework
(Estimated completion time: 2 hours)

ON A FINAL NOTE...
- The Importance of Volunteer Wellbeing (1 page)
- Stealth Facilitator Recruiting (3 pages)
- Facilitator Meetings vs. Host Meetings (1 page)
- Host Recruiting & Supervision (1 page)
- Meeting Host Materials

TAKE THE FINAL EXAM
- Final Exam

Segment 9

FAST FORWARD
Additional information and resources for moving forward
(Estimated completion time: 2 hours)

REVIEW THE MATERIALS
- Regional Coordinators (2 pages)
- Local Coordinators (2 pages)
- FAST Forward: Ongoing Training & Support (2 pages)
- Local Fundraising Guidelines (1 page)
- Social Media Guidelines (4 pages)

RESOURCES FOR YOUR FUTURE REFERENCE AND USE
- Facilitator’s Manual
- SMART Recovery Toolbox (28 pages)
- Meeting Startup Info, Materials & Resources (25 files)
- CheckUp & Choices

WANT TO LEARN MORE?
- SMART Recovery Suggested Reading List (4 pages)
Segment 10

**TRAINING MEETINGS**  
*We hope you’ll join us!*  
*(Completion time (optional): 3 hours)*

The first meeting, *SMART Recovery in Action*, is a highly interactive meeting where various role-play scenarios will be presented for discussion and the application of the SMART Recovery tools. In each role-play scenario presented (one falling under each point of the SMART Recovery 4-Point Program), the focus will be on how you will utilize and apply the SMART tools you've learned to help and support the person presenting the issue.

The second meeting, *Leading an Authoritative SMART Recovery Meeting* is a discussion and Q&A session with members of the training team. We'll be discussing any questions and concerns you may have in moving forward with your meeting plans.

Segment 11

**SESSION WRAP-UP**  
Training Evaluation & Completion Certificate  
*(Estimated completion time: 30 minutes)*

- EVALUATION & FEEDBACK  
  - Training Evaluation Form
- COMPLETION CERTIFICATE  
  - Certificate of Completion

REVISED: FEBRUARY 2019