



## GSF 203: FACILITATOR/FAMILY & FRIENDS TRAINING

### Course Syllabus & Outline

#### LEARNING OBJECTIVES

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

- Demonstrate knowledge of the SMART Recovery program and approach
- Demonstrate knowledge of the SMART Recovery program tools and how they support recovery
- Demonstrate high quality group facilitation skills
- Apply the knowledge gained to present the SMART Recovery program to others

#### WELCOME to our "Get SMART FAST" Training Program!

The **GSF 203: FACILITATOR/FAMILY & FRIENDS TRAINING** "combo" course consists of two modules. The first module (having an estimated completion time of 20 hours) is the SMART Recovery Facilitator Training, where you'll learn about the SMART Recovery program, the SMART tools and how to present them in a SMART group setting. Upon completion of the Facilitator Training module, you'll then go on to complete the second module of the training course (having an estimated completion time of 5 hours), where you'll learn about the SMART Recovery Family & Friends program.

Our training program also includes optional "live" online training meetings which take place twice every month. Attendance, being both suggested and encouraged, is optional... but we do hope you'll join us! Most find them to be both enjoyable and helpful in moving forward with their SMART group meeting plans. The scheduled dates and times for the meetings are found in both the calendar and the Upcoming Events block within the course.

## **MODULE 1: FACILITATOR TRAINING**

### **GETTING STARTED: WELCOME & INTRODUCTIONS**

*(Estimated completion time: 0.5 hours)*

#### **ONGOING TRAINING & SUPPORT OFFERINGS**

- FAST Forward: GET SMART FAST
- FAST Forward: SMART MEETING MANAGEMENT

#### **REVIEW THE MATERIALS**

- Course Syllabus & Outline (9 pages)
- Welcome (2 pages)
- Meet the Training Team! (5 pages)

#### **COURSE "CHECK-IN"**

- "Check-in" and Introductions

## SEGMENT 1: INTRODUCTION TO SMART RECOVERY

Overview of the SMART Recovery organization and program

*(Estimated completion time: 2 hours)*

### LEARNING OBJECTIVES

UPON COMPLETION OF THE TRAINING, 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 support recovery
- Describe how changing thoughts can change emotions and behaviors
- Demonstrate how to apply the Code of Conduct for SMART Recovery volunteers

### REVIEW THE MATERIALS:

- Video presentation
  - Who We Are, What We Do & How We Do It (16:18)
- 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 TRAINING EXERCISE**

**COMPLETE THE SEGMENT REVIEW**

**TAKE THE SEGMENT QUIZ**

## SEGMENT 2: THE STAGES OF CHANGE

An introduction to the "Stages of Change" model

*(Estimated completion time: 2 hours)*

### LEARNING OBJECTIVES

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

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

### REVIEW THE MATERIALS:

- Video presentation
  - The Stages of Change (12:14)
- 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)
  - The Stages of Change as a SMART Recovery Tool (2 pages)
  - Matching SMART Tools to the Stages of Change (1 page)

### COMPLETE THE TRAINING EXERCISE

### COMPLETE THE SEGMENT REVIEW

### TAKE THE SEGMENT QUIZ

### SEGMENT 3: THE SMART TOOLS & 4-POINT PROGRAM

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

*(Estimated completion time: 3 hours)*

#### LEARNING OBJECTIVES

UPON COMPLETION OF THE TRAINING, 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 and application of the primary SMART tools

#### REVIEW THE MATERIALS:

- Video 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 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 TRAINING EXERCISE**

**COMPLETE THE SEGMENT REVIEW**

**TAKE THE SEGMENT QUIZ**

## SEGMENT 4: MOTIVATIONAL INTERVIEWING

Motivational Interviewing, REBT, and other facilitation skills

*(Estimated completion time: 2 hours)*

### LEARNING OBJECTIVES

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

- Recognize the application of OARS in SMART Recovery
- Demonstrate creating open-ended questions, giving affirmations, creating reflections and summary statements
- Recognize that OARS is the general limit of your role in SMART Recovery
- Discuss how the DEARS principles apply in SMART Recovery

### REVIEW THE MATERIALS:

- Video 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 (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 TRAINING EXERCISE

### COMPLETE THE SEGMENT REVIEW

### TAKE THE SEGMENT QUIZ

## SEGMENT 5: USING SMART RECOVERY IN A GROUP SETTING

Getting your SMART Recovery group up and running  
(Estimated completion time: 2.5 hours)

### LEARNING OBJECTIVES

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

- Recognize what encourages quality discussions in a SMART Recovery group
- Summarize and discuss the SMART Recovery meeting structure and format
- Recognize common group problems and how to respond to them
- Create an initial plan for how you will use SMART Recovery in your role

### REVIEW THE MATERIALS:

- 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:
  - What is a Quality SMART Recovery Meeting Like? (2 pages)
  - Consistency in SMART Recovery Meetings (3 pages)
- 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:
  - 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)
- REGIONAL AND LOCAL COORDINATORS
  - Regional and Local Coordinators (2 pages)
  - Find your Regional Coordinator (2 pages)

**COMPLETE THE TRAINING EXERCISE**

**COMPLETE THE SEGMENT REVIEW**

**TAKE THE SEGMENT QUIZ**

## SEGMENT 6: SMART RECOVERY IN ACTION

Putting what you're learning into action

*(Estimated completion time: 2.5 hours)*

### LEARNING OBJECTIVES

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

- Demonstrate conducting a basic ABC exercise
- Demonstrate conducting a basic CBA exercise
- Demonstrate how to respond to and address common problems
- Recognize and identify common facilitator errors
- Review and revise your plan for utilizing SMART Recovery in your role

### 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 TRAINING EXERCISE**

**COMPLETE THE SEGMENT REVIEW**

**TAKE THE SEGMENT QUIZ**



## SEGMENT 7: LEADING AN AUTHORITATIVE MEETING

Meeting management: Achieving "authoritative" balance in meetings

*(Estimated completion time: 2 hours)*

### LEARNING OBJECTIVES

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

- Recognize the role of authority in group interactions
- Describe how facilitator behaviors will influence SMART Recovery groups
- Demonstrate the capacity to keep discussions and the group on track
- Identify and express any concerns about leading a SMART Recovery group
- Develop a final plan for implementing your SMART Recovery group

### 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)
- Training Videos:
  - SMART Meeting Role Play (Part 1, 22:35)
  - SMART Meeting Role Play (Part 2, 28:26)

**COMPLETE THE TRAINING EXERCISE**

**COMPLETE THE SEGMENT REVIEW**

**TAKE THE SEGMENT QUIZ**

## **SEGMENT 8: FAST FORWARD**

Additional resources and information for moving forward

*(Estimated completion time: 1 hour)*

### **REVIEW THE MATERIALS**

- FAST Forward: Ongoing Training & Support (1 page)
- Becoming a Regional or Local Coordinator (1 page)
- Local Fundraising Guidelines (1 page)
- Social Media Guidelines (4 pages)
- CheckUp & Choices (10 pages)

### **COMPLETE THE TRAINING EXERCISE**

### **TAKE THE SEGMENT QUIZ**

### **WANT TO LEARN MORE?**

- SMART Recovery Suggested Reading List (4 pages)

## **SEGMENT 9: THE "FINALS"**

Wrapping up your Facilitator training coursework

*(Estimated completion time: 1.5 hours)*

### **REVIEW THE MATERIALS**

- The Importance of Volunteer Wellbeing (1 page)
- Stealth Facilitator Recruiting (3 pages)
- Facilitator Meetings vs. Host Meetings (1 page)
- Host Recruiting & Supervision (1 page)
- RESOURCE: Meeting Host Materials

### **TAKE THE FINAL EXAM**

### **RESOURCES FOR YOUR FUTURE REFERENCE AND USE**

- SMART Recovery Toolbox (28 pages)
- Meeting Startup Info, Materials & Resources (25 files)
- Facilitator's Manual

## **MODULE 2: FAMILY & FRIENDS TRAINING**

*(Estimated module completion time: 5 hours)*

In this 2nd module of the training course, you'll be learning the SMART Recovery SMART Family & Friends (F&F) program, allowing you to provide a helpful and valuable service to the family and friends of individuals with an addictive behavior. Family & Friends group meetings are a place where concerned significant others (CSO) can turn to achieve emotional and behavioral balance for themselves. F&F groups also provide:

- Support and education for the CSO; and
- Support and education for increasing the likelihood of recovery for their loved one with the addictive behavior.

The SMART Recovery tools have been reworked for CSO's and can be just as helpful to them as to those dealing with an addictive behavior. We've also incorporated the principles of CRAFT (Community Reinforcement and Family Training) into our Family & Friends program.

CRAFT is an evidence-based approach which studies have shown to be more effective than AlAnon or addiction interventions for getting individuals into treatment for their addictive behavior. Even if the individual doesn't enter treatment, average substance use decreases by approximately half, resulting in a substantial positive change for the family and a foundation for making further change later.

Along with our SMART Recovery meetings, we expect our Family & Friends program to become a highly respected and major component of the recovery movement.

### **SEGMENT 1: SMART RECOVERY FOR FAMILY & FRIENDS**

An introduction to the SMART Recovery Family & Friends program

#### **REVIEW THE MATERIALS**

- Welcome to SMART Family & Friends (2:30)
- Supporting Recovery Without Enabling
- What We Offer (2 pages)
- SMART for Family & Friends and "CRAFT" (1 page)
- CRAFT: Community Reinforcement and Family Training (3 pages)
- Addiction: The Next Step w/Dr. Bob Meyers (4:10)
- CRAFT vs. Alternative (3:11)

## **SEGMENT 2: FACILITATING A SMART FAMILY & FRIENDS MEETING**

Similarities and differences in SMART Recovery and Family & Friends meetings

### **REVIEW THE MATERIALS**

- About SMART Recovery Family & Friends (1 page)
- Meeting Guidelines (1 page)
- Meeting Opening Statement (1 page)
- Topic Meetings vs. Issue Meetings (1 page)
- Common Issues for Family and Friends (2 pages)
- Rational Alternative to “Tough Love” (1 page)
- Important Considerations for Family & Friends Meetings (2 pages)

## **SEGMENT 3: SMART FAMILY & FRIENDS MEETING TOPICS**

The SMART tools (reworked for CSOs) plus 7 additional topics for Family & Friends

### **REVIEW THE MATERIALS**

- Change and Motivation (12 pages)
- Self-Care & Self-Rewards (12 pages)
- Inner Dialogue (18 pages)
- ABCs of REBT (10 pages)
- Beliefs and Disputations (9 pages)
- Positive Communication (13 pages)
- Healthy Boundaries-Part I (10 pages)
- Safety and Support (8 pages)
- Coping with Lapses (7 pages)
- Disable the Enabling (9 pages)
- Healthy Boundaries-Part II (10 pages)
- Trust and Forgiveness (8 pages)
- Setting SMART Goals (6 pages)
- Discover the Power of Choice (6 pages)

## **SEGMENT 4: ADDITIONAL RESOURCES**

A collection of additional helpful resources and materials

### **ADDITIONAL RESOURCES**

- SMART Recovery Family & Friends (2:21)
- Suggested Reading List

### **REFERENCES**

- References & Acknowledgements

## **SEGMENT 5: SMART FAMILY & FRIENDS IN ACTION**

Experience the Family & Friends meeting structure and format

### **ATTEND MEETINGS**

## **SEGMENT 6: THE FINALS**

Finishing up your Family & Friends training

### **TAKE THE FINAL EXAM**

### **DOWNLOAD THE F&F FACILITATOR'S MANUAL**

## **FINISHING UP: TRAINING WRAP-UP**

Training Evaluation & Completion Certificate

### **EVALUATION & FEEDBACK**

### **COMPLETION CERTIFICATE**

An overall course score of 80% is required for a completion certificate to be issued.

- Completion Certificate
- CONGRATULATIONS!!!

### **REGISTER WITH SMART RECOVERY**

- Volunteer/Meeting Registration Form (VRF)

REVISED: January 2022