

# HAVE YOU THOUGHT ABOUT FACILITATING?

**SMART RECOVERY SAN DIEGO \* APRIL 2022 EDITION**

## **VOLUNTEERS ARE OUR GREATEST ASSET**

Thank you for exploring this possibility.

As a non-profit organization, SMART Recovery San Diego is dependent upon volunteers to function.

We have a particularly strong volunteer base that is proud to offer over 50 weekly local meetings which are maintained through the enthusiasm, energy, and generosity of our volunteers.

Diversity in facilitators and meetings creates a community where each participant has a higher likelihood of finding what speaks to them, what resonates, most, and genuinely benefit from their participation.

The value of SMART Recovery meetings arises from creating a non-judgmental environment utilizing a provided Topic Script that prompts attention to one aspect of positive change, and most importantly, ensuring an open and safe environment that encourages participants to willingly express their deeper thoughts and feelings with one another.

**“Facilitating isn’t about being a sage or having all the answers. It’s about consistently showing up with the intention to create a welcoming and supportive space for people to come together.” 8-year San Diego SMART Recovery Volunteer**

### **Basic Prerequisites:**

A suitable IT device - computer, laptop, tablet; phone possible but not recommended.

Conversational fluency in English or Spanish (Contact us if you speak another language).

Commit to facilitate your meeting at the same day/time each week **for a minimum of 6 months.**

Willingness to:

- ✓ Read out loud in front of others
- ✓ Learn Zoom (if you do not already know it)
- ✓ Spend 5 hours (or more) preparing to facilitate your first meeting

Acceptance of your initial role (**for 3 months minimum**) as defined:

- ✓ Stay on time - start on time, end on time, cover the meeting agenda in order,
- ✓ Read the [Topic scripts](#) as written and provided on the SMART Recovery San Diego website.
- ✓ Very briefly acknowledge participant contributions “Thank you,” is often sufficient.
- ✓ Enforce meeting rules as needed although usually groups follow the rules on their own.

## **TOPIC SCRIPTS MAKE IT EASY**

SMART Recovery meetings provide a non-judgmental, supportive environment that encourages participants to willingly express their deeper thoughts and feelings with one another.

With a short training process and a mentor from the San Diego SMART community, you can begin facilitating your own weekly meetings utilizing a [Topic Script](#) quickly and easily.

Each Topic Script includes discussion prompts/questions regarding an aspect of positive change.

Conversations in meetings are fluid and not bound to the topic raised by the script.

Participants may interact and engage on any topic (relevant to positive change) they wish.

Many volunteers find that facilitating SMART meetings is a fantastic way to maintain motivation for their own lives, their recoveries, and positive changes they wish to enact to create and maintain a balanced life - while they expand their own support network.

## DISCOVER THE POWER OF CHOICE IN FACILITATION

Topic Script? Discussion? Create Your Own Script?

Many volunteer facilitators find that facilitating with a Topic Script each week is a satisfying and rewarding experience and they are happy to continue meetings with Topic Scripts indefinitely.

### Level 1 Facilitators Can:

1. Read and present the opening [Primary Script](#).
2. Read the [Topic Scripts](#) as written and provided on the SMART Recovery San Diego website.
3. Read the provided Topic Script questions to encourage discussion between participants.

### Level 2 Facilitation:

When your meetings have been successfully held for **a minimum of 3 months with you facilitating with Topic Scripts**, if you wish, you and your mentor can discuss the option of expanding your role to Level 2 Facilitation.

### Level 2 Facilitators Can:

1. Facilitate meetings as an open discussion, with a Topic Script as a backup option.
2. Create a meeting based on a tool or other progress-oriented information from the SMART San Diego or National website.

### Level 3 Facilitation:

**After a minimum of 3 months successfully facilitating meetings as a Level 2 Facilitator**, if you desire, you and your mentor can discuss the possibility of expanding your role to that of a Level 3 Facilitator.

### Level 3 Facilitators Can:

1. Create their own scripts - based on SMART's basic tenets of recovery and progress.
2. Create their own around-the-circle questions - in advance or on the fly/in the moment.

## Beginning Facilitator Training:

Read all requirements listed and refer back to materials as needed.

Some items are listed separately but could be completed simultaneously.

1. Attend a minimum of 3 SMART Recovery San Diego meetings (online or in person); experience a range of meeting types and styles of facilitation.  
[Weekly Meetings](#)
2. Familiarize yourself with the Primary Meeting Script, and the Topic Scripts:  
[Primary Script](#)  
[Topic Scripts](#)
3. Recommended: Familiarize yourself with other aspects of SMART:
  - ✓ The Handbook
  - ✓ Resources on SMART Recovery San Diego Website [Facilitator Resources](#)
  - ✓ The National website [www.SMARTRecovery.org](http://www.SMARTRecovery.org)
4. Familiarize yourself with Zoom (if needed)  
<https://support.zoom.us/hc/en-us/categories/200101697>

The Facilitator Training Committee is here with answers & support.

[training@smartrecovery.org](mailto:training@smartrecovery.org)

## A Mentor Will Support You Throughout Your Training

**Level 1 Facilitator training** is designed for you to work with a mentor - someone from the SMART Recovery San Diego community that has experience with SMART and facilitating meetings who can answer questions and assist & support you during your training process.

Once you have completed the **Beginning Facilitator Training**, please email the Facilitator Training Committee (FTC) at [training@smartrecovery.org](mailto:training@smartrecovery.org) with your contact information and availability to work with a mentor.

- Meetings facilitated by mentors are indicated on the website meeting list with an (\*).
- If you have already identified and coordinated with a mentor, please include their name in your email.
- If you would like to work with a mentor who does not facilitate a mentor meeting, feel free to ask them if they would be willing to mentor you.
- If you do not have a mentor in mind, the SRSD FTC will help to match you with one.

### RESPECT EACH INDIVIDUAL & THEIR CHOICES

Review, acceptance and demonstration of SMART's fundamental ideas and manner of operation are mandatory for facilitators:

<https://www.smartrecovery.org/about-us/>  
<https://www.smartrecovery.org/principles-positions/>

Fundamental Rules:

- ✓ Be intoxicant-free while facilitating.
- ✓ Arrange a substitute when required.
- ✓ Solicit/turn in donations
- ✓ Submit Meeting Reports.
- ✓ Respond in a timely manner to inquiries from SMART San Diego.

Your Level 1 responsibility is to provide a safe, welcoming, and non-judgmental space (and meeting management) so participants can engage and interact with each other - you are not there to talk at length, to teach anything, or to tell your personal story.

### HELP OUR SMART COMMUNITY GROW BY BECOMING A MENTOR

- Confirm your mentee has reviewed and meets the **Basic Prerequisites**.
- Confirm your mentee has fulfilled the 4 **Beginning Facilitator Training** Requirements - or encourage them to do so.
- Establish expectations including communication, your mentee attending your meeting, and creating a timeline.
- When ready, have your mentee facilitate your meeting.
- Review and submit Meeting Reports after each meeting.
- Have your mentee facilitate your meeting using the Primary and Topic Scripts - with you present for support.
- Review and discuss each meeting with your mentee - how you each feel the meeting went, provide any feedback you have for your mentee, decide upon next steps, etc.
- Continue with your mentee facilitating (with you present) and review after each meeting.
- Once you and your mentee agree they are ready for their own Scripted Topic Meeting, email the Facilitator Training Committee to confirm that training is complete and your mentee is ready to establish their own weekly meeting.
- Review [How to Establish Your Own Meeting](#) together.
- Provide support as your mentee creates and lists their meeting.
- Attend your mentee's meeting the first week to provide support and back-up.
- After your mentee's first meeting, review and discuss how you each feel it went and provide feedback/suggestions.
- Check in with your mentee periodically to provide support and answer questions.
- Communicate with the Facilitator Training Committee regarding of any successes, challenges, or questions.

Join us at one of our over 50 Local [Weekly Meetings](#) – Zoom and In-person

## STRENGTHEN OUR COMMUNITY THROUGH SERVICE WHILE YOU EXPAND YOUR SUPPORT NETWORK

### Once You Have a Mentor:

- Establish communication expectations and agree upon a plan for your training.
- Attend your mentor's meeting regularly.
- When you are ready, work with your mentor to create a schedule for you to facilitate your mentor's meeting using the Primary Meeting Script introduction and a Topic Script - with your mentor present for support.
- Meet with your Mentor following each meeting for a brief review with feedback and suggestions.
- Continue facilitating your mentor's meeting until you and your mentor agree that you are ready to facilitate your own meeting.
- At this point, your mentor will email the Facilitator Training Committee and the Zoom license Manager (if needed) to confirm your training is complete and that you are ready to [Establish Your Own Meeting](#).
- As you facilitate your own meeting, remember to email your Meeting Reports each week, stay in communication with your mentor, and email the Facilitator Training Committee with successes, any questions, and for support as needed.

### **RESOURCES FOR ALL FACILITATORS:**

[Primary Scripts](#)   [Topic Scripts](#)

[Equality, Diversity, Inclusion & Belonging](#)

[Facilitator Training Information](#)

[Facilitator Dos & Don'ts](#)

[Meeting Management How-Tos](#)

[How To Establish Your Own Meeting](#)

[How to Find a Substitute](#)

[Facilitator Mentor Checklist](#)

[Various & Sundry Resources](#)

Do you remember the first  
SMART Recovery Meeting  
you attended?

How did you feel?

Imagine being able to  
provide that same feeling  
and opportunity for others.

~ 3-year San Diego SMART  
Recovery Volunteer

## **DIVERSITY - "DISCOVER THE POWER OF CHOICE"**

We are proud of the welcoming, supportive, non-judgmental community we have created here in San Diego SMART and are always looking for ways to make it even more available and to expand the diversity of our facilitators and participants.

If you have a group/focus you'd like to explore, we welcome and support that and will provide training and mentorship to give you all the tools needed to be successful.

Age, gender identity & expression, sexual orientation, single/divorced parents, culture, education, socioeconomic factors, Spanish-speaking, life experiences, involvement with the criminal justice system, type/severity of addictive behavior, & neurodiversity are some examples of the diversity we wish to support.

Ideas for meetings based on geographic locations, tools, discussions, topics, social activities, meetings with shared interests – birds, dogs, arts & crafts, exercise, etc. – we encourage exploring areas of commonality (and differences) and wish to offer diverse options to grow our ability to provide safe spaces for discussion and progress for individuals.