

FACILITATOR MENTOR CHECKLIST

SMART RECOVERY SAN DIEGO

Thank you for volunteering to be a mentor for a facilitator mentee. Your willingness to share your time, experience, and support are a vital part of our Training process.

You help our mentees become well-rounded confident facilitators, which then enables our SMART Recovery San Diego Community to offer even more safe and welcoming meeting opportunities.

1. Confirm your mentee has reviewed and is comfortable with **the Basic Prerequisites**. (*Available on Page 2.*)
2. Confirm your mentee has fulfilled the first five **Training Steps for Mentee Facilitators** - or encourage them to do so. (*Available on Page 2.*)
3. Establish expectations: best communication method, plan for your mentee to attend your meeting, create a timeline for completion of all 12 steps, etc.
4. When they are ready, have your mentee facilitate your meeting using the Meeting Outline and Topic Discussion Scripts - with you present for support.
5. Review how to submit Meeting Reports after each meeting.
6. 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.
7. Continue with your mentee facilitating (with you present) and briefly meeting to review after each meeting until your mentee is comfortable.
8. Once you and your mentee agree that they are ready to facilitate 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.
9. Review [How to Establish Your Own Meeting](#) together and provide support as your mentee creates and lists their meeting.
10. For at least the first week, attend your mentee's meeting to provide support and back-up.
11. After your mentee's first meeting, review and discuss how you each feel it went and provide any feedback/suggestions.
12. Check in with your mentee periodically to provide support and answer questions.

PLEASE SHARE ANY CHALLENGES, PROGRESS, AND SUCCESSES WITH THE [FACILITATOR TRAINING COMMITTEE](#).



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BASIC MENTEE PREREQUISITES:

- Commitment to help others.
- Online meetings: a computer or tablet.
- In-person meetings: reliable transportation for weekly attendance.
- Conversational fluency in English or Spanish. (Contact us with interest in other language.)
- Commit to facilitate a weekly meeting **for a minimum of 6 months.**

WILLINGNESS/ABILITY TO:

- Read aloud in front of others.
- Be comfortable with Zoom, if needed.
- Spend 3-15 hours (depending upon your beginning level of familiarity with SMART) to complete the training process and learn about/practice facilitating.

FIRST STEPS IN FACILITATOR MENTEE TRAINING:

Both **Required** and **Recommended** steps can be completed prior to being matched with a mentor.

Read all requirements and refer back to materials as needed.

Some items are listed separately but could be completed simultaneously.

REQUIRED:

1. Attend at least 3 SMART Recovery San Diego online or in-person meetings to experience a range of meeting types and styles of facilitation. (3 hours, minimum)
[Meeting Calendar](#)
2. Familiarize yourself with the Library of Scripts. (Time required varies.)
[Meeting Script Library](#)
3. Review and accept the Principles & Practices [About SMART Recovery](#)
[SMART Principles & Positions](#)

RECOMMENDED:

4. Familiarize yourself with other aspects of SMART: (Time required varies.)
 - The Handbook (available through Amazon)
 - Resources on SMART Recovery San Diego Website [Facilitator Information](#)
 - Worksheets, Tools, and More [SMART Recovery Toolbox](#)
 - [SMART Recovery National](#)
5. If needed, familiarize yourself with Zoom. [Getting Started with Zoom](#)