

# TRAINING STEPS FOR FACILITATORS

## SMART RECOVERY SAN DIEGO

This complete list has been created to give our facilitator mentees access early on to a wide variety of SMART resources, which they can build upon to create a solid foundation that will help them in their new role.

Mentees that are new to SMART Recovery and not familiar with our San Diego Community can benefit from completing all these steps.

Mentees that are already familiar with SMART Recovery may have already completed the items listed in the first four steps.

Both paths converge at Step 6.

### **FIRST STEPS IN FACILITATOR MENTEE TRAINING:**

Both **Required** and **Recommended** steps can be completed on your own, 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, including our Library of Topic Discussion Scripts

[SMART Recovery San Diego Website](#)

- Tools, Strategies & Worksheets on National site [SMART Recovery Toolbox](#)
- The National website [www.SMARTRecovery.org](http://www.SMARTRecovery.org)

5. If needed, familiarize yourself with Zoom. [Getting Started with Zoom](#)

6. After you have completed these first five steps, please check in with the [Facilitator Training Committee](#) and provide your days/times of availability, so we can match you with a mentor whose schedule aligns with yours.



# TRAINING STEPS FOR FACILITATORS

## SMART RECOVERY SAN DIEGO

### ONCE YOU HAVE A MENTOR:

7. Establish communication expectations and agree upon a plan for your training.
8. Attend your mentor's meeting regularly. (2 hours, minimum)
9. When you and your mentor feel you are ready, work with your mentor to create a schedule for you to facilitate your mentor's meeting using the Meeting Outline and a Topic Discussion Script.
10. Practice Facilitating (3 hours, minimum)
  - Facilitate your mentor's meeting with them present for support, and then meet after each meeting for a brief review with feedback/suggestions.
  - Continue facilitating your mentor's meeting until you and your mentor agree that you are ready to facilitate your own meeting.
11. [How to Establish Your Own Meeting](#): (Please review complete document.)
  - When training is complete, have your mentor confirm you are ready to facilitate your own meeting by emailing [training@smartrecovery.org](mailto:training@smartrecovery.org) copying [smart@smartrecovery.org](mailto:smart@smartrecovery.org) if you will need a Zoom license.
  - When deciding upon your meeting time, carefully consider what will fit within your schedule and priorities for at least the next 6 months.
  - Please review the existing weekly meetings for opportunities to fill any meeting time/date gaps on the calendar. Discuss with your mentor and/or the Facilitator Training Committee, if needed.
  - For in-person meetings, ensure the location is available for your use.
  - Email [meeting\\_updates@smartrecovery.org](mailto:meeting_updates@smartrecovery.org) to create your meeting on our [calendar](#). Include: name of meeting (Discussion w/you etc.), beginning date, day/time (start and end), your contact information as you would like it to appear on the listing, whether you will provide verification of attendance (with requirements, if any), Zoom link/meeting ID/passcode, full address for in-person meetings, and any additional information you would like to include.
12. Create and Maintain Connections within Our Community
  - Remember to email a Meeting Report to the Google group after each meeting.
  - As facilitators, it is important that we interact regularly as a cohesive group, supporting each other with meeting information, ideas, concerns, etc.
  - We recommend staying in touch with your mentor, and emailing the Facilitator Training Committee with successes, any questions, and for support as needed.

We ask for a minimum 6-month commitment, which enables participants to thrive with predictable and reliable weekly meetings and engenders building trust between participants. After the six-month minimum, facilitators can add a second weekly meeting, if they wish.

