

NOTICE

This training is specifically being provided for those individuals who intend to start a face-to-face SMART Recovery[®] meeting (or to become a Facilitator of an existing face-to-face meeting) **within 3 months** of the completion of their training, and for those individuals who wish to become SMART Recovery[®] Online (SROL) meeting Facilitator, Meeting Helper, Message Board or Chat Room Volunteer.

Training Prerequisites:

- A SMART Recovery[®] Online username (*Register at <http://smartrecoveryforum.org/register.php>*)
- Basic computer skills and a computer with speakers, microphone and internet access;
- DVD player;
- The SMART Recovery[®] Starter Kit (*includes the SMART Recovery[®] Facilitator's Manual, the SMART Recovery[®] Handbook, 4 DVD's and a hat to pass when your meeting gets underway*) which can be purchased via our secure online bookstore.

Training Curriculum:

The FAST (*Facilitator And Support Team*) Distance Training Program takes place bi-monthly (beginning in January) and extends over a period of 5 weeks. There are five (5) “voice” meetings, each occurring on Wednesday evenings (starting on the first Wednesday of the training month) at 8:00 pm ET. (*Specific meeting dates can be viewed on the Events calendar accessed from the SMART Recovery[®] website homepage or by downloading and viewing the Distance Training Calendar file.*) In addition to the voice meetings, training participants will perform a variety of pre-work/home-study tasks, and the posting of assignments and other activities on the SMART Recovery[®] Online (SROL) Message Board.

Training Pre-Work:

- 1) Register for and activate your SMART Recovery[®] Online (SROL) account
- 2) Order the required training materials through the SMART Recovery[®] bookstore
- 3) Complete and submit the online Distance Training Program Registration Form
- 4) Add [Jim \(GJBXVI\) Braastad](mailto:Jim@smartrecovery.org) to your email “safe-sender” list. Jim is our Distance Training Program Coordinator and you will receive various important training-related emails from him prior to and throughout the training session.
- 5) Attend a minimum of two (2) SMART Recovery[®] Meetings; these can be either face-to-face or online meetings, or a combination thereof. (*Please make note of the meeting date and the name of the Facilitator, as you will need to provide this information on the final exam.*) Attending the “voice” meetings held online will also help you be more prepared and familiar with our “voice” meeting rooms in which our Distance Training meetings take place.
 - For face-to-face meetings available in your area go to:
http://www.smartrecovery.org/meetings_db/view/
 - For the SMART Recovery[®] online meetings schedule go to:
<http://www.smartrecovery.org/meetings/olschedule.htm>

If you have any difficulties or need additional help, please email [Jim](mailto:Jim@smartrecovery.org) at the email address above.

BASIC COURSE OUTLINE

Week #1:

MEETING: Wednesday, Week 1 at 8:00 PM (ET) (90 minutes)

- “*Training Program Agenda & Course Overview*” with Jim (GJBXVI) Braastad, SMART Recovery[®] Distance Training Program Coordinator
- “*Meet & Greet*” with Shari Allwood, SMART Recovery[®] Executive Director

Independent Study Materials:

1. DVD - “*SMART Recovery[®]: Who We Are*” (15 minutes)
2. DVD - “*The SMART Recovery[®] 4-Point Program*” (1 hour 7 minutes)
3. PowerPoint Presentation “[*Basics of REBT*](#)”
4. Handbook Sections 1 & 2
5. Facilitator’s Manual Chapters 3 and 6
6. “[*One Minute ABC \(for Facilitators\)*](#)”

Week #2:

MEETING: Wednesday, Week 2 at 8:00 PM (ET) (90 minutes)

- “*Introduction to SMART Recovery[®] and the SMART Recovery[®] 4-Point ProgramSM*” with Lorie (Hammer) Hammerstrom, SMART Recovery[®] Distance Training Facilitator and member of the SMART Recovery[®] Board of Directors
- “*Getting your SMART Recovery[®] Meeting Underway*” with Henry Steinberger, PhD, past member of the SMART Recovery[®] Board of Directors

Independent Study Materials:

1. DVD - “*Facilitating a Basic SMART Recovery[®] Meeting*” (1 hour 30 minutes)
2. Facilitator’s Manual Chapters 1 and 2
3. “[*Facilitating Made Simple*](#)”
4. “[*What is a quality SMART Recovery[®] Meeting like?*](#)”
5. “[*Consistency in SMART Recovery[®] Meetings*](#)”
6. “[*SMART Meeting Outline*](#)”

Week #3:

MEETING: Wednesday, Week 3 at 8:00 PM (ET) (90 minutes)

- “*SMART Recovery[®] Tools & Techniques*” with Lorie (Hammer) Hammerstrom, SMART Recovery[®] Distance Training Facilitator and member of the SMART Recovery[®] Board of Directors

Independent Study Materials:

1. Facilitator’s Manual Chapter 7
2. Handbook Sections 3, 4, 5 and 6

Week #4:

MEETING: Wednesday, Week 4 at 8:00 PM (ET) (120 minutes)

- “*SMART Recovery Training in Action*” a role play session of a SMART Recovery meeting with Charles (Charlie) Atwater, SMART Recovery[®] Online Facilitator

Independent Study Materials:

1. DVD “*Facilitating an Advanced SMART Recovery[®] Meeting*” (1 hour 30 minutes)
2. Facilitator’s Manual Chapter 4
3. “[*Ground Rules for SMART Recovery Meetings*](#)”
4. “[*Avoiding Facilitator Traps*](#)”
5. “[*Coping with Facilitator Urges*](#)”
6. “[*SMARTalogues and FRIENDLY Recovery*](#)”

Week #5:

MEETING: Wednesday, Week 5 at 8:00 PM (ET) (90 minutes)

- “*Leading an Authoritative SMART Recovery Meeting*” with Tom Horvath, PhD, SMART Recovery[®] President.

At the end of the training, a Final Exam and Evaluation Form will be given. Upon completion and our determination that all of the training requirements have been met, a Certificate of Completion will be sent.

IMPORTANT NOTICE

This is only a general outline of our Distance Training Program. Prior to the start of each training session, registered participants will receive a complete agenda, which includes specific course details, instructions, room passwords, homework assignments, etc. Please note that our Training Program Team members are continually striving to make our training program most beneficial to you, our participants. As such, the training content, materials and course agenda is subject to change without prior notice.