Welcome to our "Get SMART FAST" Distance Training Program… we're glad to have you joining us! Thank you for taking this step to become a SMART Recovery® Facilitator or Volunteer!

The "Get SMART FAST" training course was created to provide you with the necessary knowledge of SMART Recovery and our 4-Point Program®, allowing for you to proceed capably, comfortably *(and authoritatively)* in your upcoming role as a SMART Recovery® meeting Facilitator or Volunteer.

LEARNING OBJECTIVES

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

- Express the confidence to start a SMART Recovery® meeting.
- Demonstrate an appropriate knowledge of the SMART Recovery® concepts and tools.
- Demonstrate knowledge of the tools and how they support recovery.
- Demonstrate high quality meeting facilitation skills.
- Apply the knowledge you have gained to facilitate a quality SMART Recovery® meeting.

Once you have received your account and access information and have logged in to the training site and course, you will find the various training segments. All of the training materials are provided online, being contained within the course. In the most basic of terms, you'll be "clicking" your way through the course, progressing from one segment to the next. There are different ways in which to navigate within the course, either by using the "Navigation" block, by clicking or "jumping" to the segment(s) within the course, or through the "breadcrumbs" at the top of the webpage. The course has been set up to keep track of your progress; after you've clicked on an activity or material link and reviewed the content, a completion "check-mark" will appear next to it.

The training course has been set up and designed with each segment providing the basis and foundation for the next, so please review the training materials in the order they are given. Each segment contains various materials for your study and review. Once you've reviewed all the materials, you'll complete the segment training exercise. These exercises will help solidify what has been presented in the training materials, and allow you to apply what you've learned. Upon posting your answers *(and after a brief 1-minute "editing" period)*, you will be able to review the answers we've provided *(if applicable)*, and those submitted by others.

By default, upon submitting your answers, you become "subscribed" to the forum and you'll receive a daily email digest of subsequent posts made. If you've chosen not to receive these emails via the settings in your account profile, we do ask that you take the time to go back and review the answers submitted by others, as we have found this "open book" format provides for an expanded learning experience from the thoughts and perspectives of others. After completing the training exercise, the segment quiz becomes available. Once you have completed the quiz and the Segment Assessment, the next training segment "opens" and you'll repeat the same process in the next segment.

Included in the homework are some "optional" activities. While not required, we do hope you participate in them. One of these optional activities is the "Treasure Hunts", where a clue is given relating to a post, article or something found on the SMART Recovery Online *(SROL)* Message Board. Some of the "treasure hunts" are for learning, as they contain a worthwhile "SMART" thought or concept; others are on the lighter and fun side *(though you may just learn something as well!)* Despite the seriousness of the issues found and dealt with on the Message Board, there is also a lot of fun and humor shared; we're trying to interject some "fun" into your training as well!

Another optional activity listed is the posting of replies to other online member's posts on the Message Board. For those taking the training to become face-to-face meeting Facilitators, you might be wondering, *"Why should we do this? It's got nothing to do with the facilitating of a face-to-face meeting!"* This may appear to be the case on the surface, but we do have reasons for including these in the training:

The posting of replies to SROL members provide an avenue to apply what you are learning immediately. Additionally, you will be helping others with the knowledge you are gaining. Practice is practice! This "practice" will help you become familiar with the application of the SMART Recovery tools in real-life situations, albeit an "online" environment.

These optional assignments involve the exploration of the Message Board, where you may come across members with specific issues that you may not encounter in a Face-to-Face meeting. We're hoping that from this exploration, you will discover the wealth of information and resources that are available, and that you will continue to use the Message Board after you've completed the training. We also hope you will promote its use as an additional "tool" and resource that is available to your meeting attendees for the time between your meetings. The Message Board and Chat Room is available 24/7/365 and we have various online meetings available every day of the week. (*NOTE: A separate registration and account is required to access SROL*)

At the top of the training course main page are the various general discussion forums, one being the *"News & Announcements"* forum. Any updates or other information relating to the training session will be posted there. The *"Got Questions??? Comments???"* forum is where you can post any general questions or comments you may have. The *"Let's Talk About It!"* forum is a place you can post about any specific topics you'd like to discuss or get feedback from others. The *"Hints, Tips & Tricks"* and *"Other Stuff"* forums contain additional information which may be helpful to you. Also available is a text-based chat module for your use. We hope you will utilize these various forums for additional interactions with your fellow classmates. In the past, we've found these additional discussions and interactions have added significantly to the overall learning experience of the training session.

Like the SMART Recovery® program itself, there is a strong element of "self-management" in our training program. We've estimated the self-study portion of the training to take approximately 30 hours to complete, so we cover a lot of material in a relatively short period of time. Please note this "study" portion of the training *(including the Final Exam)* is expected to be fully completed prior to the two required "live" training meetings that wrap up and complete the training session. The training spans over approximately 8-weeks, with typical sessions being 55 – 60 days, start to finish. Please keep this timeframe in mind and schedule your training time accordingly. Progression and completion is expected throughout the session; please note extended periods of inactivity or incompletion may result in your training account being suspended.

If you have any trouble, are unsure of something, or need assistance, contact training@smartrecovery.org. The rest of the Distance Training team is here to help as well, so if you need any assistance, just give us a shout!

We hope you enjoy your training! Now let's go "Get SMART FAST"…