

## In-House Training Course

### Course: SMART Recovery Facilitator

#### Day One: Getting SMART

##### Course Aims

To understand the tools, methods and underlying theories of SMART Recovery and be able to apply them to your own life experience.

##### Course Objectives

At the end of this course, participants will be able to:

- Explain the principle tools and methods used in the SMART Recovery 4-Point Programme, and be able to apply these to your own experience.
- Explain how SMART Recovery is different from other self-help / mutual aid groups
- Explain how the organisation works, the role of facilitators and the Partnership scheme

#### Day Two: SMART Facilitator

##### Course Aims

To develop the skills and knowledge necessary to facilitate successful SMART Recovery meetings.

To increase confidence in facilitating successful SMART Recovery meetings

##### Course Objectives

At the end of this course, participants will be able to:

- Explain the role and responsibilities of a SMART Facilitator
- Explain the importance of each section of the SMART meeting
- Identify facilitation skills essential to a successful SMART meeting
- Explain how to use a range of tools appropriate to issues presented in SMART meetings
- Understand how to handle difficult issues that may arise in a SMART meeting

## Eligibility

This in-house training course is available for organisations who have signed up to the UK SMART Recovery Partnership Scheme. Attendees should either be: -

- Service users of Partnership sites who aim to become Facilitators
- Staff or volunteers of Partnership sites who aim to become Champions

## In House Training Booking – Information, Terms & Conditions

### Cost for in-house training

Statutory/Private organisations:	£1,750
Voluntary/Community organisations:	£1,500

The cost of trainer travel/accommodation is added to the above rate in all cases. Please contact us for an estimate.

### Delegates per course

We will usually only accept bookings where organisations provide a minimum of 6 and maximum of 12 delegates per course.

### Delegate Information and Access Requirements

We will require final number's and names of the delegates two weeks before the course is due to start. If any delegates have any access or support needs please provide details. This will enable us to prepare accordingly.

### Confirmation

A confirmation letter will be sent out to the person completing this form, and an invoice will be sent to the address you specify. Please note that the invoice needs to be paid by the due date indicated on the document, regardless of whether this date is before, during or after your training.

### Cancellation Policy

We understand that cancellations are sometimes unavoidable. However please note that:

- All cancellations must be made in writing, either email or letter.
  - Refunds will only be given if you have given us 10 working days notice before the start of the course. If less than 10 working days notice is given the full course fee will still be payable.
- UK SMART Recovery reserves the right to withdraw a course at any time.

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### In-House Training Request Form

**Please complete, sign and return to [theresed@smartrecovery.org.uk](mailto:theresed@smartrecovery.org.uk) or post to UK SMART Recovery, Dresden House, The Strand, Longton, Stoke-on-Trent, ST3 2QH**

<b>Course title</b>	
<b>Preferred Date/s</b>	
<b>Number of Expected Delegates</b>	

#### Your Details

<b>Your Name:</b>	
<b>Job Title/Role:</b>	
<b>Name of Organisation:</b>	
<b>Organisation Address:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	

**Contact name and address for invoicing (if different from above)**

**I have read and agreed to the booking terms and conditions and have authorisation to book this training on behalf of the organisation named above. I agree to my details being added to UK SMART Recovery database in order that information relating to my booking can be sent to me.**

**Name:**

**Date:**

**Signature:**