Coaching 101: Core Values Foundations for Recovery Coaches

# Participant Workbook

**Version 1.0**

**Core Values Recovery**

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# Welcome to Coaching 101

Welcome to your journey as a recovery coach! This workbook is your personal companion for the next three days of learning, practice, and growth.

**What This Training Is:**

* An experiential introduction to recovery coaching from a Core Values perspective
* A foundation for those pursuing peer recovery coach certification
* A space to explore your role as a guide, not a guru

**What You'll Need:**

* This workbook (bring it each day!)
* An open mind and willing heart
* Willingness to practice, make mistakes, and learn
* Commitment to confidentiality and respect for all participants

**How to Use This Workbook:**

* Take notes during sessions
* Complete reflection exercises honestly
* Use worksheets during activities
* Review daily summaries each evening
* Bring questions and curiosities

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# Training Overview

**Duration:**21 hours over 3 days (7 hours per day)

**Daily Schedule:**

* Day 1: Foundations & Identity - Who am I as a coach?
* Day 2: Skills & Structures - What do coaches do?
* Day 3: Practice & Integration - How do I coach well?

**Your Learning Outcomes:**

By the end of this training, you will be able to:

1. Articulate Core Values Recovery's coaching philosophy - Explain "Guide Not Guru" and values-based coaching
2. Distinguish coaching from other helping roles - Know when you're coaching vs. advising, counseling, or sponsoring
3. Apply the GROW coaching framework - Use a structured conversation model
4. Navigate ethical boundaries with confidence - Make sound decisions using the ETHICS framework
5. Practice foundational coaching skills - Active listening, powerful questions, reflective presence

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# Core Values Coaching Philosophy

## Guide Not Guru

As a recovery coach, you are:

* A mirror, not a map-maker
* A question-asker, not an answer-giver
* A values-clarifier, not a values-imposer
* A presence, not a problem-solver

## The Four Foundations

**Mirror**- Reflect what you see and hear without interpretation

**Compass**- Help people find their own direction using their values

**Lighthouse**- Offer steady presence during storms

**Tree**- Stay rooted while allowing growth to unfold naturally

## Values vs. Comfort

Recovery coaching prioritizes helping people:

* Live according to their stated values (not just feel better)
* Make values-aligned choices (even when uncomfortable)
* Build meaning and purpose (not just solve problems)

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# Day 1: Foundations & Identity

## Session 1: Welcome & Foundations (90 minutes)

### **My Recovery Story (Notes)**

\*Use this space to reflect on what you might share in the opening circle:\*

What brought me to recovery:

What recovery has given me:

Why I'm called to coaching:

### **Values Cards Activity**

**My Selected Value:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why this value matters to me today:**

**How this value shows up in my recovery:**

**How this value might inform my coaching:**

### **Personal Introductions - Key Connections**

\*Jot down names and interesting things you learned about your fellow participants:\*

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## Session 2: What is Recovery Coaching? (90 minutes)

### **Coaching vs. Other Roles**

**Fill in what makes each role unique:**

| **Name** | **Something Memorable** |
| --- | --- |
| Role | Primary Focus | Key Question They Ask | Example |
| Sponsor |
| Therapist |
| Case Manager |
| Coach | Values & action | "What matters most to you?" |

### **My Coaching Identity Reflection**

**What excites me about coaching:**

**What concerns me about coaching:**

**My biggest question about being a coach:**

### **Scripts & Blocks Exercise**

**Scripts I've heard in recovery (helpful or harmful):**

1.

2.

3.

**How I'll avoid giving scripts as a coach:**

**Blocks I notice when people get stuck:**

1.

2.

3.

**How I'll help people notice their own blocks:**

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## Session 3: The GROW Model (90 minutes)

### **Understanding GROW**

**G - Goal**

* What does the person want?
* What would success look like?
* Key question: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**R - Reality**

* What's happening now?
* What's the current situation?
* Key question: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**O - Options**

* What possibilities exist?
* What could they try?
* Key question: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**W - Will**

* What will they actually do?
* What's the commitment?
* Key question: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **GROW Practice Worksheet**

**Partner's Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Topic they chose:**

**Goal (what they want):**

**Reality (current situation):**

**Options (possibilities they identified):**

**Will (their commitment):**

**What I noticed:**

**What was challenging:**

**What I learned:**

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## Session 4: Mirror vs. Mentor (90 minutes)

### **The Mirror Tool**

**What a mirror does:**

* Reflects without distortion
* Shows what's there, not what should be there
* Allows the person to see themselves clearly

**Mirror phrases I can use:**

* "I'm hearing that..."
* "It sounds like..."
* "What I'm noticing is..."
* "Tell me more about..."

### **Mentor Warning Signs**

**Times I might slip into mentoring:**

1.

2.

3.

**My "favorite advice" I need to watch out for:**

**How I'll catch myself:**

### **Mirror Practice Notes**

**Partner's Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What I reflected back:**

**Their response:**

**What I learned about mirroring:**

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## Session 5: Active Listening Deep Dive (90 minutes)

### **Levels of Listening**

**Level 1 - Internal Listening**

* Focused on my own thoughts and responses
* Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Level 2 - Focused Listening**

* Fully present to the other person
* Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Level 3 - Global Listening**

* Aware of emotions, energy, what's not being said
* Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **My Listening Challenges**

**What distracts me when listening:**

**How I'll notice when I've stopped listening:**

**My commitment to presence:**

### **Listening Practice Reflection**

**Partner 1 Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What I noticed:

**Partner 2 Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What I noticed:

**My biggest insight about listening:**

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## Session 6: Powerful Questions (60 minutes)

### **Open vs. Closed Questions**

**Closed questions**(yes/no, limited answer):

* Example: "Did you go to a meeting?"
* When useful: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Open questions**(invite exploration):

* Example: "What was meaningful about that meeting?"
* When useful: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Question Starters That Open Conversations**

* What... "What matters most to you about this?"
* How... "How does that align with your values?"
* When... "When have you handled something like this before?"
* Who... "Who could support you in this?"
* Where... "Where do you feel this in your body?"

### **My Powerful Questions Practice**

**5 questions I crafted during practice:**

1.

2.

3.

4.

5.

**Which one opened the deepest conversation:**

**Why it worked:**

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## Day 1 Reflection

**Most important thing I learned today:**

**Biggest surprise:**

**What I'm still confused about:**

**One thing I'll practice before tomorrow:**

**Question for tomorrow:**

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# Day 2: Skills & Structures

## Session 1: Ethics & Boundaries Foundations (60 minutes)

### **Core Ethical Principles**

**Autonomy**- The person's right to make their own choices

* Example in coaching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beneficence**- Acting in the person's best interest

* Example in coaching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-maleficence**- Do no harm

* Example in coaching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Justice**- Fairness and non-discrimination

* Example in coaching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fidelity**- Trustworthiness and honoring commitments

* Example in coaching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Boundaries I Need to Understand**

**Professional boundaries:**

**Personal boundaries:**

**Boundaries I'm unsure about:**

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## Session 2: The ETHICS Framework (90 minutes)

### **Understanding the ETHICS Model**

**E - Examine the situation**

* What are the facts?
* Who is involved?

**T - Think about principles**

* Which ethical principles apply?
* Are there conflicts?

**H - Hear multiple perspectives**

* What would my supervisor say?
* What does the person want?

**I - Identify options**

* What are all possible actions?
* What are the consequences?

**C - Consult and collaborate**

* Who can I talk to?
* What do policies say?

**S - Select and act**

* Choose the best option
* Document your reasoning

### **ETHICS Practice Worksheet**

**Scenario Number:**\_\_\_\_\_

**Situation:**

**E - Facts:**

**T - Principles involved:**

**H - Perspectives:**

**I - Options:**

1.

2.

3.

**C - Who I'd consult:**

**S - My decision:**

**Reasoning:**

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## Session 3: Ethics & Boundaries Lab - Part 1 (90 minutes)

### **Scenario Practice Sheets**

**SCENARIO 1: Dual Relationships**

Situation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My initial reaction:

ETHICS analysis:

* E:
* T:
* H:
* I:
* C:
* S:

Group insights I hadn't considered:

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**SCENARIO 2: Confidentiality**

Situation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My initial reaction:

ETHICS analysis:

* E:
* T:
* H:
* I:
* C:
* S:

Group insights I hadn't considered:

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**SCENARIO 3: Scope of Practice**

Situation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My initial reaction:

ETHICS analysis:

* E:
* T:
* H:
* I:
* C:
* S:

Group insights I hadn't considered:

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**SCENARIO 4: Personal Triggers**

Situation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My initial reaction:

ETHICS analysis:

* E:
* T:
* H:
* I:
* C:
* S:

Group insights I hadn't considered:

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## Session 4: Ethics & Boundaries Lab - Part 2 (90 minutes)

**SCENARIO 5: Cultural Sensitivity**

Situation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My initial reaction:

ETHICS analysis:

* E:
* T:
* H:
* I:
* C:
* S:

Group insights I hadn't considered:

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**SCENARIO 6: Self-Disclosure**

Situation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My initial reaction:

ETHICS analysis:

* E:
* T:
* H:
* I:
* C:
* S:

Group insights I hadn't considered:

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### **My Personal Ethical Guidelines**

**Based on today's practice, my commitments:**

1.

2.

3.

4.

5.

**Red flags I'll watch for:**

**When I'll seek consultation:**

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## Session 5: Recovery Capital & Coaching (90 minutes)

### **The Four Domains of Recovery Capital**

**Personal Capital**

* Definition: Internal resources, skills, health
* How I assess it in coaching:
* Example question:

**Social Capital**

* Definition: Relationships, support networks
* How I assess it in coaching:
* Example question:

**Community Capital**

* Definition: Access to resources, housing, services
* How I assess it in coaching:
* Example question:

**Cultural Capital**

* Definition: Values, beliefs, practices that support recovery
* How I assess it in coaching:
* Example question:

### **Recovery Capital Assessment Practice**

**Partner's Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Strengths they identified:**

* Personal:
* Social:
* Community:
* Cultural:

**Growth areas they identified:**

* Personal:
* Social:
* Community:
* Cultural:

**What I learned:**

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## Session 6: Action Planning & Accountability (60 minutes)

### **Elements of a Good Action Plan**

**SMART Goals**

* Specific:
* Measurable:
* Achievable:
* Relevant:
* Time-bound:

### **Action Planning Worksheet**

**Goal:**

**Why this matters (values connection):**

**Specific actions:**

1.

2.

3.

**Timeline:**

**Potential obstacles:**

**Support needed:**

**How I'll know I'm making progress:**

**Accountability:**

### **My Practice Notes**

**Partner's Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Their action plan:**

**How I supported them:**

**What I learned about action planning:**

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## Day 2 Reflection

**Most challenging part of today:**

**Most clarifying moment:**

**How my understanding of ethics has changed:**

**One boundary I'm clearer about:**

**What I'm looking forward to practicing tomorrow:**

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# Day 3: Practice & Integration

## Session 1: Coaching Conversation Structure (90 minutes)

### **The Coaching Conversation Arc**

**Opening**(5 minutes)

* Establish presence
* Set agenda
* Key questions:

**Exploration**(15 minutes)

* Use GROW model
* Ask powerful questions
* Mirror and reflect
* Key questions:

**Deepening**(10 minutes)

* Connect to values
* Explore options
* Build awareness
* Key questions:

**Commitment**(5 minutes)

* Clarify action steps
* Establish accountability
* Close with intention
* Key questions:

### **My Conversation Template**

**Opening phrases I'll use:**

1.

2.

3.

**Transition phrases:**

1.

2.

3.

**Closing phrases:**

1.

2.

3.

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## Session 2: Coaching Triads Preparation (30 minutes)

### **Roles in the Triad**

**Coach**

* Practice full coaching conversation
* Use GROW model
* Track time
* My focus:

**Client**

* Bring a real topic (not too heavy)
* Be honest about experience
* Share feedback
* My topic if I'm client:

**Observer**

* Track coach's use of skills
* Notice what works
* Provide supportive feedback
* What I'll watch for:

### **Observation Sheet (Use for each triad round)**

**Round:**\_\_\_\_\_ |**Coach Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |**Client Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skills Observed:**

| **Skill** | **Examples** | **Effectiveness** |
| --- | --- | --- |
| Active Listening |
| Powerful Questions |
| Mirroring |
| GROW Model Use |
| Values Connection |

**What the coach did well:**

1.

2.

3.

**One area for growth:**

**Overall presence/energy:**

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## Session 3 & 4: Coaching Triads Practice (180 minutes total)

### **Round 1**

**My role:**Coach Client Observer

**If Coach - My reflection:**

What I focused on:

What worked well:

What was challenging:

Feedback I received:

What I'll adjust:

**If Client - My reflection:**

My topic:

How the coach helped:

What I wished for:

Insights I gained:

**If Observer - Notes:**

(Use observation sheet above)

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### **Round 2**

**My role:**Coach Client Observer

**If Coach - My reflection:**

What I focused on:

What worked well:

What was challenging:

Feedback I received:

What I'll adjust:

**If Client - My reflection:**

My topic:

How the coach helped:

What I wished for:

Insights I gained:

**If Observer - Notes:**

(Use observation sheet above)

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### **Round 3**

**My role:**Coach Client Observer

**If Coach - My reflection:**

What I focused on:

What worked well:

What was challenging:

Feedback I received:

What I'll carry forward:

**If Client - My reflection:**

My topic:

How the coach helped:

What I wished for:

Insights I gained:

**If Observer - Notes:**

(Use observation sheet above)

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## Session 5: Integration & Next Steps (90 minutes)

### **My Coaching Strengths**

**What came naturally:**

1.

2.

3.

**What I'm proud of:**

**Where I felt most present:**

### **My Growth Edges**

**Skills I want to develop:**

1.

2.

3.

**Fears I'm working with:**

**Support I need:**

### **Personal Development Plan**

**In the next 30 days, I will:**

**Practice opportunities:**

1.

2.

3.

**Learning resources I'll explore:**

1.

2.

3.

**People I'll connect with:**

1.

2.

3.

**How I'll measure my growth:**

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## Session 6: Closing Circle & Commitments (60 minutes)

### **Letter to My Future Self**

\*Write a letter to yourself 6 months from now. What do you hope you'll remember? What commitments are you making?\*

Dear Future Me,

Signed,

Today's date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### **Circle Reflections**

**What I'm taking with me from this training:**

**My commitment to the people I'll serve:**

**How I'll honor the coach in me:**

**Gratitude:**

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# Personal Reflection Journal

## Daily Practice Prompts

**Day 1 Evening:**

* How did I show up today?
* What surprised me about coaching?
* What's alive in me right now?

**Day 2 Evening:**

* What ethical question am I sitting with?
* How do I feel about boundaries?
* What do I need to prepare for tomorrow?

**Day 3 Evening:**

* Who am I as a coach?
* What gives me confidence?
* What still scares me?

**One Week Later:**

* What have I practiced?
* What have I learned?
* What questions remain?

**One Month Later:**

* How has my coaching evolved?
* What feedback have I received?
* What's my next learning edge?

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# Appendices

## Appendix A: Quick Reference Guides

### **GROW Model Quick Guide**

**G - Goal**

* "What do you want?"
* "What would success look like?"
* "What's important about this to you?"

**R - Reality**

* "What's happening now?"
* "What have you tried?"
* "What's getting in the way?"

**O - Options**

* "What could you do?"
* "What else?"
* "If anything were possible...?"

**W - Will**

* "What will you do?"
* "When will you do it?"
* "How will I know?"

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### **ETHICS Framework Quick Guide**

**E**- Examine: What are the facts?

**T**- Think: Which principles apply?

**H**- Hear: What perspectives matter?

**I**- Identify: What are the options?

**C**- Consult: Who can help?

**S**- Select: What's your decision?

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### **Powerful Questions Bank**

**Values Exploration:**

* "What matters most to you about this?"
* "How does this connect to your values?"
* "What kind of person do you want to be in this situation?"

**Deepening Awareness:**

* "What are you noticing right now?"
* "What's underneath that?"
* "What's the real question here?"

**Building Commitment:**

* "On a scale of 1-10, how committed are you?"
* "What would make it a 10?"
* "What's one small step you could take?"

**Exploring Possibilities:**

* "What would you do if you couldn't fail?"
* "Who do you know who's handled this well?"
* "What resources do you already have?"

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## Appendix B: State Certification Pathways

\*(Same content as Facilitator Manual - abbreviated for participants)\*

**Utah CPSS (Certified Peer Support Specialist)**

* Requires: 40 hours training
* This training provides: 21 hours
* Next steps:

**Ohio PRS (Peer Recovery Supporter)**

* Requires: 40 hours training
* This training provides: 21 hours
* Next steps:

**Texas PRSS (Peer Recovery Support Specialist)**

* Requires: 46 hours training
* This training provides: 21 hours
* Next steps:

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## Appendix C: Recommended Resources

### **Books**

* \*Co-Active Coaching\* by Whitworth, Kimsey-House & Sandahl
* \*The Heart of Recovery Coaching\* by Cathy Nugent
* \*Motivational Interviewing\* by Miller & Rollnick

### **Organizations**

* Connecticut Community for Addiction Recovery (CCAR)
* Faces & Voices of Recovery
* International Certification & Reciprocity Consortium (IC&RC)

### **Online Learning**

* Center for Addiction Recovery Training (CART)
* Recovery Coach Academy
* RI International

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## Appendix D: Glossary

**Active Listening**- Fully present listening focused on understanding, not responding

**Autonomy**- The right of individuals to make their own decisions

**Boundaries**- Limits that protect both the coach and the person being coached

**Coaching**- A collaborative process that helps people align actions with values

**GROW Model**- A coaching framework: Goal, Reality, Options, Will

**Mirror**- Reflecting back what you hear without interpretation or judgment

**Peer Support**- Support provided by someone with lived experience of recovery

**Recovery Capital**- The sum of resources available to support sustained recovery

**Scope of Practice**- The boundaries of what a recovery coach can and cannot do

**Values**- Core beliefs and principles that guide decisions and actions

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# Notes

\*Use these pages for additional notes, insights, and reflections throughout the training.\*

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**Thank you for your commitment to serving others in recovery.**

**May you coach from your values, trust the process, and honor the guide within you.**

**Core Values Recovery**