Family Recovery Coach Training

# Coaches Manual

Family Systems Recovery Coaching

Core Values Recovery

Professional Development Series

# Table of Contents

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# Day 1

## Schedule

# DAY 1 SCHEDULE: FOUNDATIONS & IDENTITY

## Who We Serve and How We See Them

**Theme:** Establishing identity, ethics, language, and foundational frameworks

**Total Training Time:** 7 hours 45 minutes

**Day Start:** 9:00 AM

**Day End:** 4:45 PM

## MORNING SESSIONS (9:00 AM - 12:00 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 9:00 AM | 9:30 AM | 30 min | **Session 1.1** | Welcome & Identity |

| 9:30 AM | 10:30 AM | 60 min | **Session 1.2** | What Is Family Recovery Coaching? |

| 10:30 AM | 10:45 AM | 15 min | **☕ BREAK** | Mid-Morning Break |

| 10:45 AM | 12:00 PM | 75 min | **Session 1.3** | Ethics & Professional Standards |

**Morning Subtotal:** 3 hours

## LUNCH BREAK (12:00 PM - 1:00 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 12:00 PM | 1:00 PM | 60 min | **🍽️ LUNCH** | Meal Break |

## AFTERNOON SESSIONS (1:00 PM - 4:45 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 1:00 PM | 2:15 PM | 75 min | **Session 1.4** | The Team Sport Model |

| 2:15 PM | 2:30 PM | 15 min | **☕ BREAK** | Afternoon Break |

| 2:30 PM | 3:30 PM | 60 min | **Session 1.5** | Language Workshop |

| 3:30 PM | 3:45 PM | 15 min | **☕ BREAK** | Afternoon Break #2 |

| 3:45 PM | 4:45 PM | 60 min | **Session 1.6** | Stages & Circle of Control |

**Afternoon Subtotal:** 3 hours 45 minutes

## SESSION DETAILS

### Session 1.1: Welcome & Identity (30 minutes)

* Opening circle and intentions
* Personal "why" for becoming a family coach
* Values cards activity
* Cohort connections

### Session 1.2: What Is Family Recovery Coaching? (60 minutes)

* Core Values definition of family recovery coaching
* Coaching vs. fixing stance
* Family recovery as distinct from pivot person's recovery
* Role clarity and professional identity

### Session 1.3: Ethics & Professional Standards (75 minutes)

* Core Values Code of Ethics
* Scope of practice boundaries
* Dual relationships and conflicts of interest
* Collaboration agreements with other professionals

### Session 1.4: The Team Sport Model (75 minutes)

* Role distinctions: Family Coach, Interventionist, Executive Coach, Therapist, Sponsor
* Collaborative planning and care coordination
* Mapping support networks
* Professional boundaries across disciplines

### Session 1.5: Language Workshop (60 minutes)

* Core Values language principles
* "Healthy Choices" (not "boundaries")
* "Pivot Person" (not "addict" or "person of concern")
* Reframing blame language
* Active practice exercises

### Session 1.6: Stages & Circle of Control (60 minutes)

* Three stages of family recovery: Landing, Stabilization, Optimization
* Circle of Control framework
* What families can and cannot control
* Empowerment vs. enabling patterns

## DAILY SUMMARY

| Category | Time |

|----------|------|

| **Total Session Time** | 6 hours 30 minutes |

| **Total Break Time** | 1 hour 15 minutes |

| **Total Day Length** | 7 hours 45 minutes |

| **Lunch** | 60 minutes |

| **Coffee Breaks** | 3 × 15 min = 45 minutes |

| **Micro-Breaks** | 0 (none scheduled) |

## KEY LEARNING OBJECTIVES

By the end of Day 1, participants will be able to:

1. ✅ Define family recovery coaching using Core Values framework
2. ✅ Distinguish family coaching from other helping professions
3. ✅ Articulate professional boundaries and scope of practice
4. ✅ Navigate ethical gray areas with decision-making framework
5. ✅ Use Core Values language (Healthy Choices, Pivot Person)
6. ✅ Apply Circle of Control to empower families
7. ✅ Identify the three stages of family recovery
8. ✅ Collaborate effectively within the team sport model

## FACILITATOR NOTES

**Energy Management:**

* Morning: Conceptual foundation with experiential components
* Afternoon: Active practice (language workshop, Circle of Control exercises)
* Closing: Integration of full-day learning

**Pedagogical Flow:**

* Morning: WHO we serve (families) and WHAT we do (coaching)
* Afternoon: HOW we work (team sport, language, frameworks)

**Critical Moments:**

* \*\*Session 1.3 (Ethics):\*\* Allow time for gray-area discussions
* \*\*Session 1.5 (Language):\*\* High participation - keep energy up
* \*\*Session 1.6 (Circle of Control):\*\* Bridge to Day 2 module work

**Materials Needed:**

* Values cards (physical or digital)
* Ethics scenario cards
* Role distinction handouts
* Language reframing worksheets
* Circle of Control diagrams
* Flip charts for systems exercises
* Name tags and markers
* Parking lot poster

**Version:** Current as of January 2025

**Next Day:** [Day 2 Schedule - Core Modules & Skills](Day2\_Schedule.md)

## Session 1.1: Day 1 Content

Duration: 420 minutes

(No content available for this session)

# Day 2

## Schedule

# DAY 2 SCHEDULE: CORE MODULES & SKILLS

## What We Teach and How We Teach It

**Theme:** Coaching skills, first six family modules, roleplay practice

**Total Training Time:** 8 hours

**Day Start:** 9:00 AM

**Day End:** 5:00 PM

## MORNING SESSIONS (9:00 AM - 12:00 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 9:00 AM | 10:15 AM | 75 min | **Session 2.1** | Coaching Presence & Skills |

| 10:15 AM | 10:30 AM | 15 min | **☕ BREAK** | Mid-Morning Break |

| 10:30 AM | 12:00 PM | 90 min | **Session 2.2** | Module Deep Dive (Circle of Control, Why Addiction Feels Personal, Secrets) |

**Morning Subtotal:** 2 hours 45 minutes

## LUNCH BREAK (12:00 PM - 1:00 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 12:00 PM | 1:00 PM | 60 min | **🍽️ LUNCH** | Meal Break |

## AFTERNOON SESSIONS (1:00 PM - 5:00 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 1:00 PM | 2:30 PM | 90 min | **Session 2.3** | Module Deep Dive (Expectations, Blocks, Core Values) |

| 2:30 PM | 2:45 PM | 15 min | **☕ BREAK** | Afternoon Break |

| 2:45 PM | 4:00 PM | 75 min | **Session 2.4** | Roleplay Lab & Feedback |

| 4:00 PM | 5:00 PM | 60 min | **Session 2.5** | Integration & Reflection |

**Afternoon Subtotal:** 4 hours

## SESSION DETAILS

### Session 2.1: Coaching Presence & Skills (75 minutes)

* Coaching stance: Guide not guru
* Active listening and reflective presence
* Powerful questions vs. leading questions
* Non-verbal presence and attunement
* Managing your own reactivity

### Session 2.2: Module Deep Dive - Modules 1-3 (90 minutes)

**Module 1: Circle of Control**

* What families can and cannot control
* Empowerment through focus
* Letting go of fixing the pivot person

**Module 2: Why Addiction Feels Personal**

* Impact of addiction on families
* Trauma-informed perspective
* Normalizing family members' experiences

**Module 3: Secrets, Lies, and Trust**

* Rebuilding trust after deception
* Setting healthy expectations around honesty
* Family recovery around trust issues

### Session 2.3: Module Deep Dive - Modules 4-6 (90 minutes)

**Module 4: Expectations**

* Realistic vs. unrealistic expectations
* Managing disappointment
* Re-aligning expectations with reality

**Module 5: Blocks to Recovery**

* Common blocks families face
* Identifying and addressing resistance
* Supporting forward movement

**Module 6: Core Values Alignment**

* Helping families reconnect to their own values
* Values-based decision making
* Living with integrity vs. urgency

### Session 2.4: Roleplay Lab & Feedback (75 minutes)

* Practice facilitating modules with peers
* Observer feedback using rubric
* Coaching triads format
* Debrief and integration

### Session 2.5: Integration & Reflection (60 minutes)

* Key insights from Day 2
* Questions and parking lot review
* Preview of Day 3 modules and case lab
* Evening homework: Review Smith family case

## DAILY SUMMARY

| Category | Time |

|----------|------|

| **Total Session Time** | 6 hours 30 minutes |

| **Total Break Time** | 1 hour 30 minutes |

| **Total Day Length** | 8 hours |

| **Lunch** | 60 minutes |

| **Coffee Breaks** | 3 × 15 min = 45 minutes |

| **Micro-Breaks** | 0 (none scheduled) |

## KEY LEARNING OBJECTIVES

By the end of Day 2, participants will be able to:

1. ✅ Demonstrate coaching presence and active listening skills
2. ✅ Facilitate Modules 1-6 of the family recovery curriculum
3. ✅ Articulate the purpose and key teaching points of each module
4. ✅ Use powerful questions to elicit client insight
5. ✅ Practice coaching conversations using roleplay format
6. ✅ Provide and receive constructive feedback on coaching skills
7. ✅ Distinguish between coaching and advice-giving in real-time
8. ✅ Apply Core Values language consistently across modules

## FACILITATOR NOTES

**Energy Management:**

* Morning: Skill-building with experiential practice
* Afternoon: High-energy module deep dives and roleplay
* Closing: Processing and integration time essential

**Pedagogical Flow:**

* Morning: HOW we coach (presence, skills)
* Afternoon: WHAT we teach (modules 1-6) + live practice

**Critical Transitions:**

* \*\*Session 2.1 → 2.2:\*\* Bridge from coaching skills to module content
* \*\*Session 2.3 → 2.4:\*\* Transition from learning to practice
* \*\*Session 2.5:\*\* Essential prep for Day 3 case lab

**Materials Needed:**

* Module content handouts (Modules 1-6)
* Roleplay case scenarios
* Observer feedback rubrics
* Coaching skills reference cards
* Flip charts for module mapping
* Video recording equipment (optional for self-review)
* Smith family case packets (distribute at end of day)

**Roleplay Management:**

* \*\*Assign roles in advance\*\* to reduce anxiety
* \*\*Debrief immediately\*\* after each roleplay (5 min minimum)
* \*\*Monitor for triggers\*\* - facilitator watches for overwhelm
* \*\*Balance challenge and support\*\* - psychological safety is key

**Module Depth Balance:**

* Focus on \*facilitating\* modules, not just \*knowing\* them
* Emphasize elicitation over information delivery
* Practice the coaching stance throughout

**Version:** Current as of January 2025

**Previous Day:** [Day 1 Schedule - Foundations & Identity](Day1\_Schedule.md)

**Next Day:** [Day 3 Schedule - Practice & Integration](Day3\_Schedule.md)

## Session 2.1: Day 2 Content

Duration: 420 minutes

(No content available for this session)

# Day 3

## Schedule

# DAY 3 SCHEDULE: PRACTICE & INTEGRATION

## Putting It All Together

**Theme:** Final modules, case lab, mentorship preparation, certification pathways

**Total Training Time:** 7 hours 30 minutes

**Day Start:** 9:00 AM

**Day End:** 4:30 PM

## MORNING SESSIONS (9:00 AM - 12:30 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 9:00 AM | 10:45 AM | 105 min | **Session 3.1** | Module Deep Dive (Power of the Pause, Responding vs Reacting, Love vs Enabling, Grief) |

| 10:45 AM | 11:00 AM | 15 min | **☕ BREAK** | Mid-Morning Break |

| 11:00 AM | 12:30 PM | 90 min | **Session 3.2** | Smith Family Case Lab |

**Morning Subtotal:** 3 hours 15 minutes

## LUNCH BREAK (12:30 PM - 1:30 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 12:30 PM | 1:30 PM | 60 min | **🍽️ LUNCH** | Extended Meal Break (post-case-lab processing) |

## AFTERNOON SESSIONS (1:30 PM - 4:30 PM)

| Start Time | End Time | Duration | Session | Topic |

|------------|----------|----------|---------|-------|

| 1:30 PM | 2:30 PM | 60 min | **Session 3.3** | Working with the Ecosystem |

| 2:30 PM | 2:45 PM | 15 min | **☕ BREAK** | Afternoon Break |

| 2:45 PM | 3:30 PM | 45 min | **Session 3.4** | Mentorship Preparation |

| 3:30 PM | 4:30 PM | 60 min | **Session 3.5** | Certification Pathways & Closing |

**Afternoon Subtotal:** 3 hours

## SESSION DETAILS

### Session 3.1: Module Deep Dive - Modules 7-10 (105 minutes)

**Module 7: Power of the Pause**

* Creating space before reacting
* Building capacity to tolerate discomfort
* Teaching families to pause and reflect

**Module 8: Responding vs. Reacting**

* Distinguishing reaction from response
* Values-based responding
* Managing emotional triggers

**Module 9: Love vs. Enabling**

* Clarifying the distinction without shame
* How to love without enabling
* Healthy choices that honor relationships

**Module 10: Grief and Loss**

* Acknowledging losses in family recovery
* Processing grief around "what could have been"
* Moving forward with acceptance

### Session 3.2: Smith Family Case Lab (90 minutes)

* Comprehensive case study: Smith family scenario
* Small group case analysis and coaching plan development
* Present coaching approaches to full group
* Facilitator feedback and integration
* Discussion of complexities and gray areas

### Session 3.3: Working with the Ecosystem (60 minutes)

* Collaborating with interventionists, executive coaches, therapists
* Referrals and warm handoffs
* Documentation and communication protocols
* Managing care coordination
* Team sport model in action

### Session 3.4: Mentorship Preparation (45 minutes)

* 40-week mentorship structure overview
* Supervision requirements
* Case consultation process
* Self-care and boundary management
* Professional development planning

### Session 3.5: Certification Pathways & Closing (60 minutes)

**Certification Requirements:**

* Core Values Family Recovery Coach certification
* Master Coach certification (4-module completion)
* Documentation and supervision expectations

**Closing Ceremony:**

* Circle sharing: Key insights and commitments
* Acknowledgments and group reflection
* Certificate presentation
* Next steps and mentorship enrollment
* Celebration and closing

## DAILY SUMMARY

| Category | Time |

|----------|------|

| **Total Session Time** | 6 hours |

| **Total Break Time** | 1 hour 30 minutes |

| **Total Day Length** | 7 hours 30 minutes |

| **Lunch** | 60 minutes |

| **Coffee Breaks** | 2 × 15 min = 30 minutes |

| **Micro-Breaks** | 0 (none scheduled) |

## KEY LEARNING OBJECTIVES

By the end of Day 3, participants will be able to:

1. ✅ Facilitate Modules 7-10 of the family recovery curriculum
2. ✅ Apply all ten modules to complex family case scenarios
3. ✅ Collaborate with other professionals in the Core Values ecosystem
4. ✅ Navigate referrals and care coordination effectively
5. ✅ Articulate mentorship and certification pathways
6. ✅ Develop a professional development plan for ongoing growth
7. ✅ Demonstrate readiness for 40-week mentorship program
8. ✅ Commit to ethical practice and continued learning

## FACILITATOR NOTES

**Energy Management:**

* Morning: High intensity (final modules + case lab)
* Post-lunch: Processing time (ecosystem collaboration)
* Late afternoon: Celebratory closure with integration

**Pedagogical Flow:**

* Morning: COMPLETE module content (modules 7-10) + APPLY to case
* Afternoon: COLLABORATE with ecosystem + PREPARE for mentorship + CELEBRATE

**Critical Moments:**

* \*\*Session 3.1 (Module 10: Grief):\*\* Emotionally sensitive - allow space for processing
* \*\*Session 3.2 (Case Lab):\*\* Complexity and uncertainty are the point - embrace gray areas
* \*\*Extended Lunch:\*\* Intentional 60 minutes for emotional integration post-case lab
* \*\*Session 3.5 (Closing):\*\* Honor the vulnerability and growth of 3 days

**Materials Needed:**

* Module content handouts (Modules 7-10)
* Smith family case packets (detailed scenario)
* Ecosystem collaboration handouts
* Referral protocol templates
* 40-week mentorship timeline documents
* Certification pathway maps
* Certificates of Completion
* Group photo setup
* Celebration refreshments (optional)

**Case Lab Management:**

* \*\*Small groups of 3-4\*\* for case analysis
* \*\*30 minutes:\*\* Group analysis and coaching plan development
* \*\*45 minutes:\*\* Group presentations and facilitator feedback
* \*\*15 minutes:\*\* Integration and debrief
* \*\*Monitor for triggers\*\* - case involves family complexity

**Closing Ceremony Best Practices:**

* \*\*Honor vulnerability:\*\* Participants took emotional risks
* \*\*Acknowledge growth:\*\* Name shifts observed over 3 days
* \*\*Celebrate community:\*\* The cohort bond is powerful
* \*\*Provide clear next steps:\*\* Mentorship enrollment process
* \*\*Leave space for silence:\*\* Not everyone will share, and that's okay
* \*\*End on hope:\*\* Family recovery work is hard and sacred

## DAY 3 UNIQUE FEATURES

**Why Day 3 is shorter:**

* Ends at 4:30 PM (vs. 4:45-5:00 PM on Days 1-2)
* Recognizes emotional exhaustion from module depth and case work
* Allows participants to leave with energy, not depletion
* Honors the intensity of the work

**Why extended lunch:**

* Case lab is emotionally demanding
* Participants need processing time after complex case work
* 60-minute lunch allows for emotional integration

**Why closing ceremony is longer:**

* 60 minutes for certification review + celebration
* 3-day journey deserves meaningful closure
* Certificate presentation + community acknowledgment
* Sends participants out with clarity and connection

## EMOTIONAL SUPPORT RESOURCES

**For Participants:**

* Crisis support numbers available
* Referral list for therapists (if triggered)
* Self-care handout
* Peer support contact list
* Facilitator available for private check-ins

**For Facilitators:**

* Co-facilitator support during case lab
* Debrief protocol script
* Emergency contact procedures
* Post-training facilitator debrief scheduled

**Version:** Current as of January 2025

**Previous Day:** [Day 2 Schedule - Core Modules & Skills](Day2\_Schedule.md)

**Training Overview:** [3-Day Training Summary](Training\_Overview.md)

## Session 3.1: Day 3 Content

Duration: 420 minutes

(No content available for this session)