

Mentor Checklist
SMART Recovery Scripted Meetings
4/7/21

1. Answer any immediate questions
2. Confirm that host has a Zoom license (provide it if needed)
3. Confirm that host can operate a basic Zoom meeting (start one and practice there)
Create the meeting, participant list, muting and unmuting, screen share, chat, etc.
4. Confirm that host is familiar with www.smartrecoverySD.org
5. Review primary elements of each training document:
 - Volunteer self-screening
 - Host training instructions
 - Meeting management instructions
6. Review remaining items to accomplish (on the host training instructions), and schedule them.
7. Schedule next mentor meeting