HOW TO USE THIS GUIDE

Facilitator reference for the Rooted Practice Clinical Leadership Guide

This guide is designed to help facilitators deliver a structured 12-week IOP curriculum with consistency, clarity, and clinical intention. Use it as a staff-facing manual for planning, leading, and debriefing each group session.

Use This Guide in the Following Way

- Begin each day by locating the correct Week, Day, and Topic heading.
- *When you see the prompt "Follow Facilitation outline for each day," use the Facilitation Flow Cover Sheet to guide the homework review and opening discussion.*
- Use the daily title and teaching sections to orient yourself to the session focus.
- Use the clinical framing, teaching points, therapist tips, and common pitfalls to guide how you present the material.
- Use role-plays, worksheets, dyads, and discussion prompts as the experiential part of the session.
- Close by reinforcing the day's main takeaway and assigning or reviewing the take-home practice when included.

What Is Required

- Stay within the structure and topic assigned for the day.
- Use the Facilitation Flow Cover Sheet for homework review and integration.
- Maintain the tone of the guide: structured, supportive, curious, and clinically grounded.
- Keep groups moving from teaching to practice to process, rather than remaining only in discussion.
- Operate within your scope of practice and seek clinical supervision when needed.

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LEADERSHIP GUIDE

WEEK THREE – DAY ONE: DEAR MAN ASSERTIVE SCRIPT

DEAR MAN Assertive Script

Opening: Homework Review & Integration (10–15 minutes)

Purpose

- Reinforce accountability

- Normalize effort and difficulty

- Extract learning from real-world application

- Bridge previous skill to current session

Facilitation Flow

Possible guided discussion prompts:

- What usually gets in the way when you try to ask for what you need?
- When do you tend to become unclear, passive, or reactive in hard conversations?
- Which part of DEAR MAN feels hardest for you to use?
- How could being more direct reduce stress in your life?

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LEADERSHIP GUIDE

WEEK EIGHT – DAY ONE: RELAPSE PREVENTION: IDENTIFYING WARNING SIGNS

Opening: Homework Review & Integration (10–15 minutes)

[illegible]

Facilitation Flow

Possible guided discussion prompts:

- What warning signs tend to show up before things get worse for you?
- Which signs are emotional, which are behavioral, and which are cognitive?
- [illegible]
- [illegible]

[illegible]

[illegible]

Clinical Purpose

Increase early detection

Interrupt relapse progression

Strengthen self-awareness

Promote proactive intervention

Teaching Points

Relapse is a process, not a single event

Early awareness increases control

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WEEK 3

Day 1: DEAR MAN Assertive Script

[illegible]

[illegible]

DEAR MAN: A Simple Guide for Assertive Communication

Use DEAR MAN when you need to ask for something, set a boundary, speak up clearly, or say no in a respectful way. This skill can help reduce conflict, protect recovery, and make hard conversations feel more manageable.

DEAR: What to Say

These first four steps help you decide what you want to say.

D – Describe
State the facts clearly and calmly. Stick to what actually happened without blaming, judging, or exaggerating.
Example:
“For the past three weeks, I’ve been the one doing the laundry.”
E – Express
Say how the situation affects you. Use honest “I” statements to name your feelings.
Example:
[illegible]

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WEEK 7

Day 1: Boundaries: Understanding and Setting Limits

[illegible]

[illegible]

[illegible]

1. Identify a Boundary Need
Think of a situation where you feel uncomfortable, overwhelmed, or taken advantage of.

Write it here:

_____

_____

_____

2. What Is Your Limit? _____
What would a healthy boundary look like in that situation?

_____

_____

_____

[illegible]

[illegible]

[illegible]

[illegible]

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WEEK EIGHT –
Day 1: Relapse Prevention: Identifying Warning Signs

[blurred]

1. Identify Your Warning Signs
Think about times in the past when things started to go off track.

Write 3 warning signs:

_____

2. Early vs Late Signs
Which of these show up early? Which show up later?

Early: _____
Late: _____

3. What Do You Notice?

Do these signs build over time? _____

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