



ONLINE UNIVERSAL TREATMENT CURRICULUM TRAINING COURSE

Course Structure:

The Basic Level is composed of 8 courses undertaken in 3 phases

Phase 1: Course 1: Introduction to the Science of Addiction; **Course 2:** Treatment for SUDs- The Continuum of Care; **Course 3:** Common Co-occurring Mental and Medical Disorders

Phase 2: Course 4: Basic Counseling Skills for Addiction Professionals; **Course 5:** Intake, Screening, Assessment, Treatment Planning and Documentation

Phase 3: Course 6: Case management for Addiction Professionals; **Course 7:** Crisis Interventions for Addiction Professionals; **Course 8:** Ethics for Addiction Professionals

Course Schedule:

Phase 1	Content covered
Week 1 and 2	Pretest Course 1 and 2
Week 3 and 4	Course 2 and 3 Training Evaluation
Phase 2	
Week 1 and 2	Course 4
Week 3 and 4	Course 5 Training evaluation
Phase 3	
Week 1	Course 6
Week 2 and 3	Course 7
Week 4	Course 8 Post test Training evaluation

Course Components

The online Universal Treatment Curriculum Basic Level Course consists of two components:

- (i) **Pre-session** – Participants are expected to check their emails for the pre-session homework. Read and answer the self-paced learning sessions at least a day before attending the live online session of each session. This will help you prepare for the activities and discussion in the upcoming live online session. A self-paced learning session is a file containing activities and questions about the key topics of the session. To be able to answer these questions, you need to read the participant’s manual containing the summary notes that go along with the self-paced learning session.
- (ii) **Live online session** – This will be delivered three times a week, by an assigned instructor(s) on a particular module via an online platform. During the three-hour session, you will meet and interact virtually with your instructor(s) and other learners. You may ask questions or seek clarification for content that you had difficulty comprehending during the pre-session homework.

Requirements:

- Mobile device or preferably computer to access the online sessions and assignments
- Reliable internet connection
- Commitment to attend all sessions and complete assignments to qualify for a certificate

SUCCESSFUL AND HIGH ACHIEVING LEARNERS

Below are some tips to help you become a successful and high-achiever in this online course:

Goal-setting

Setting a SMART goal at the onset of the course will ensure you stay on-track throughout the duration of this course. Ensure it is specific, measurable, achievable, realistic and time-bound.

Manage your time

You are expected to spend time prior to the live online sessions to read and glean information from the module summaries, as well as complete and submit your pre-session homework and assignments. Your instructors will expect you to meet all your assignment deadlines. We all have 24 hours a day, so try your best to accomplish your assigned tasks within that time.

Computer literacy

Admittedly, not all of us are techno-savvy. However, you need to master basic skills such as downloading and uploading files, joining a virtual meeting, and communicating with other learners in discussion threads.

Log-in Time

On the average, you are expected to put in between 2-3 hours of self-paced learning and 4 hours' online work per week. A minimum of two hours may work if you have already planned on how to complete your homework tasks.

High Resilience

It is common for you to be faced with challenges that are beyond your control such as: your laptop crashes, power failure, poor internet connectivity, and so on. Develop a contingency plan such as having a back-up laptop from a friend, top-up your data, save all homework assignments

Good Netiquette

Remember to maintain proper netiquette at all times during your live online sessions. Keep in mind the following:

- Mute your microphone when you are not speaking – This will help keep background noise to a minimum
- Be mindful of background noise - When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers

- Position your camera properly - If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other learners
- Limit distractions -To stay focused on the online session, turn off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking – You will be able to participate in the online discussion if you refrain from replying to emails or text messages.
- Prepare materials in advance - If you will be sharing content during the training, make sure you have the files and/or links ready before the online training begins.