### Training Summary

#### Day 1

<table>
<thead>
<tr>
<th>Start time</th>
<th>Session title</th>
<th>Trainer</th>
<th>Summary of activities</th>
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</thead>
</table>
| 09:30      | Registration, Welcome and Overview | Lead trainer | 1. Introductions  
2. Trainee expectations (advantages/disadvantages)  
3. PowerPoint  
4. Training materials  
5. Trainee learning objectives |
| 10:15      | Communication: Session I | Lead trainer | 1. Introduction  
2. Making changes worksheet  
3. Icebreaker (line up)  
4. Task 1 (Developing counselling techniques) |
| 11:00      | Coffee |         |                       |
| 11:30      | Communication: Session II | Lead trainer | 1. Task 2 (Interviewing about making changes)  
2. Task 3 (Interviewing about job satisfaction)  
3. Task 4 (Inclusive interviewing)  
4. Task 5 (Understanding motivation and confidence) |
| 12:45      | Lunch: including practical session on CO monitors |         |                       |
| 13:30      | Responding to client questions | Lead trainer | 1. Client questions exercise |
| 14:00      | Pre-Quit Assessment: Session I | Both trainers | 1. Go through Clinical Checklist  
2. Modelling by trainers  
3. Not-a-puff rule  
4. Eliciting commitment  
5. Clinical Checklist  
6. Standard treatment programme |
| 15:00      | Coffee |         |                       |
| 15:15      | Pre-Quit Assessment: Session II | Both trainers | 1. Role play |
| 16:15      | Day 1 Summary | Lead trainer | 1. Summary of main points  
2. Answer participants’ questions |
| 16:30      | Depart |         |                       |
# Day 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Lead/trainer</th>
<th>Details</th>
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| 09:30 | Review of Day 1 and introduction to Day 2    | **Lead trainer** | 1. Summary of main points  
2. Answer participants’ questions  
3. Film clip                                                                    |
| 09:45 | Medications                                  | **Both trainers** | 1. Practical demonstration of explaining medication to clients |
| 11:00 | Coffee                                       |               |                                                                         |
| 11:15 | Quit day session                             | **Both trainers** | 1. Small groups identifying content of session  
2. Study Clinical Checklist  
3. Modelling  
4. Role play                                                                   |
| 12:45 | Lunch                                        |               |                                                                         |
| 13:15 | Post-Quit Sessions                           | **Both trainers** | 1. Small groups identifying content of session  
2. Study Clinical Checklist  
3. Split into two groups (goldfish bowl exercise)  
4. Use Post Quit Checklist (scenarios) |
| 14:45 | Final Post-Quit session                      | **Lead trainer** | 1. Group discussion on high risk situations for clients finishing the treatment programme  
2. Additional situations  
3. Terminating the treatment programme |
| 15:00 | Coffee                                       |               |                                                                         |
| 15:15 | Review of skills                             | **Both trainers** | 1. Spare session to meet trainee’s needs |
| 16:00 | Summary and Close                            | **Lead trainer** | 1. Post-course questionnaires  
2. Course evaluations  
3. Certificates                                                                |
| 16:30 | Depart                                       |               |                                                                         |