



BC Council On Substance Abuse
Building Better Workplaces

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SUPERVISING THE DRUG FREE WORKPLACE COURSE OUTLINE

We provide affordable custom training workshops designed to give employers, supervisors and employees the tools and knowledge to proactively Build Better Workplaces that are safe, healthy, productive and free from impairment by substance use.

All sessions enable participants to be proactive through recognizing signs and symptoms of substance abuse and offer strategies on how to deal with these issues and the people involved. We can include your company policy into the curriculum.

BENEFITS OF A DRUG FREE WORKPLACE

INCREASED

- Productivity
- Staff morale
- Employee motivation
- Employee safety
- Customer satisfaction
- Customer retention
- Positive public image

DECREASED

- Accidents
- Errors
- Absenteeism
- Staff turnover
- Overtime costs
- Workers Compensation costs
- Tardiness
- Employee theft and fraud
- Legal expense

SUPERVISING THE DRUG FREE WORKPLACE – ON-SITE TRAINING

Today, alcohol, illicit drugs and improper use and abuse of prescription medication and over the counter medications seriously affect workplace safety and well-being of workers. Managers, supervisors, leaders and union agents are expected to take corrective action when the productivity of their organization is threatened. Many who handle routine problems will often back away from problems created by substance abuse. Often this is because they do not understand abuse and addiction and therefore do not feel qualified to deal with the substance abuser.

Managers, supervisors, and other leaders will find this training a practical guide to increase their awareness and understanding of substance abuse; help them identify performance problems caused by substance abuse; learn how to discuss problems with employees; and most important, teach supervisors/leaders how to gain an employee's commitment to correct the problem. It also will guide a manager toward the special handling required when substance abuse exists and assist the manager in implementing steps necessary to restore employee performance to acceptable standards.

SUPERVISING THE DRUG FREE WORKPLACE – ON-SITE TRAINING (Cont)

Audience: Open to all managers, supervisors, safety, and Employee and Family Assistance Plan (EFAP) committee members and those interested in promoting safe and substance free workplaces.

Delivery: Full Day Session. This training is interactive and participants are encouraged to participate in group discussion, review case studies, and to self-evaluate supervisory performance by answering private questionnaires.

Cost: \$195.00 per participant. Members receive a 15% discount. Facilitator travel, meals and accommodation to be reimbursed at cost.

Reference materials:

You Are The Key – 10 Steps for Employers to a Drug Free Workplace
Drugs of Abuse – An Identification Guide
Supervising The Drug Free Workplace – On-Site Training Manual

Content:

- Recognizing Signs and Symptoms of Substance Abuse
- Examining Attitudes
- De-mystifying the Issues
- Preparing for Action
- Case Study Analysis
- Understanding Enabling and Intervention
- Due Diligence
- Effective Documentation and Interviewing Techniques
- Section 217 Criminal Code of Canada

This course may be eligible for 10 Certified Human Resource Professional (CHRP) Credits

ON-LINE TRAINING

Our workshops are available in an on-line format using the Internet. Your company can access the training from multiple remote locations simultaneously. Travel time and costs are significantly reduced by keeping your staff in their regular place of employment.

Each location must have a computer with high speed Internet.

SUPERVISING THE DRUG FREE WORKPLACE – ON-LINE TRAINING

Delivery: Four Hour Session (delivered in 2 – two hour on-line segments). This condensed training of the on-site course is interactive and participants are encouraged to participate in group discussion, review case studies, and to self-evaluate supervisory performance by answering private questionnaires. Some homework required.

Cost: \$155.00 per participant. Members receive a 15% discount.

Note: Minimum/Maximum participants per session apply.