

## SUBSTANCE ABUSE

### The Manager's Role in Creating & Maintaining a Drug-Free Workplace

You suspect an employee is “under the influence” while on the job. How do you deal with the situation without putting the organization at risk of a costly lawsuit? This program helps managers deal with the tough problems involving substance abuse in the workplace. Help your managers legally maintain a safe, drug-free work environment onsite and off.

#### About the Program:

This program is designed to help you gain a clearer understanding of a manager’s responsibility regarding enforcing and maintaining a drug-free workplace. It provides answers to several of the most common questions managers struggle with, including:

- Do you need to be absolutely sure a person is using drugs or alcohol before you confront them about his or her behavior?
- When addressing performance issues with someone you suspect is using drugs or alcohol on the job, do you communicate these suspicions directly to the individual?
- If you confront the employee and they start crying or get angry, what do you do?
- As a manager, is it my job to diagnose and counsel an employee with a suspected substance abuse problem?
- Can we just spring a drug test on an employee we suspect has a substance abuse problem?

This program teaches five main areas managers need to pay attention to when dealing with substance issues in the workplace:

- 1) Detection
- 2) Intervention
- 3) Staying Focused on the Issue
- 4) Appropriate Action
- 5) Substance Abuse Testing

#### After completing the Workshop, participants will know:

- The importance of the manager’s responsibility to understand and communicate the organization’s policies on substance use or abuse in the workplace
- How to identify and access programs or systems that are in place to assist workers--should a substance abuse problem arise
- The five main aspects of dealing with substance abuse in the workplace
- The three action steps that managers can take to help keep the organization drug-free and out of court

**Target Audience: Managers and Supervisors**

**Course Length: 1 and 3 Hour Options**

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