



## Drug and Alcohol Abuse Awareness for Supervisors

### Objectives:

By the end of this workshop, participants will be able to:

- List and explain the different components of the Drug-Free Workplace Policy
- Identify their role as a supervisor in implementing the Drug-Free Workplace Policy
- Recognize potential drug and alcohol abuse through observation of specific, objective behavior
- Effectively document, confront, and refer employees without violating the law or employee rights



## Summary

Drug and Alcohol Abuse Awareness familiarizes municipal context supervisors with all aspects of a drug-free workplace program. Now, more than ever, it is important to know what should be done in crisis situations, as well as ongoing performance problems.

The course teaches supervisors techniques to constructively confront a potential drug or alcohol abuse problem, guidelines to avoid liability, and includes guided group discussions about specific, common performance problem scenarios.