



# Drug-Free Workplace Training: A New Approach

## **CCI Drug-Free Workplace Written Training Modules**

Georgia Drug-Free Workplace (DFW) certification requires employers to provide two hours of substance abuse education for employees plus two additional hours of training for supervisors in the first year of certification and one hour of each in subsequent years. In addition to meeting the requirements, effective training is essential for achieving the financial and performance benefits of your DFW program.

**The CCI Drug-Free Workplace Training Modules** help companies train their employees and supervisors cost-effectively and with minimal workplace intrusion. The *DFW Training Series* is one of two written training options available through CCI's comprehensive line of Drug-Free Workplace services and products.

**CCI's DFW Training Modules** cover a variety of DFW topics. Employees and supervisors can read these modules independently, or use them as a basis for group discussion. Each module provides **one-half hour** of certification training. Modules can be distributed on a quarterly or bi-annual basis. Trainees complete a questionnaire at the end of each module to document your company's compliance with DFW training requirements.

### **CCI's Training Modules are Convenient and Cost-Effective.**

- Adds flexibility to DFW training
- Eliminates training coordination issues
- Minimizes workplace interruptions
- Delivers training in manageable segments
- Reinforces DFW training messages throughout the year

Employers can purchase training modules separately or in sets, and distribute them at one time or over the year. The **Training Modules** can be combined with other **CCI** training options to create a customized training solution: on-site training, training seminars, audio/video tapes and train-the-trainer programs.

**CCI** provides complete employee assistance services. We work with companies of all sizes. Our workplace solutions also include Work-Life and HR Management Support. Call us to see how **CCI** can help you.

## Employee Training Modules

*Training Series Modules are attractive, interesting and easy to read.*

*Each module is thoroughly researched and includes resources for assistance.*

*Modules are eight to ten pages, including a questionnaire.*

*Each module provides one-half hour of DFW training.*

<i>Program</i>	<i>Module</i>	<i>Topics Covered</i>
DFW Introduction for Employees	*E1A-Working in a Drug-Free Workplace	<ul style="list-style-type: none"> <li>• Reasons for becoming a DFW</li> <li>• Description of the program</li> <li>• How to get help</li> </ul>
	E1B-The Disease of Addiction	<ul style="list-style-type: none"> <li>• What is addiction?</li> <li>• Symptoms of addiction</li> <li>• Treating addiction</li> </ul>
Illicit Drug Families	E2A-Cocaine and Amphetamines	<ul style="list-style-type: none"> <li>• Origins</li> <li>• Dangers and risks</li> <li>• Treatment</li> </ul>
	*E2B-Marijuana	<ul style="list-style-type: none"> <li>• Origins</li> <li>• Dangers and risks</li> <li>• Treatment</li> </ul>
Alcohol	E3A-Understanding Alcohol and Alcoholism	<ul style="list-style-type: none"> <li>• History of alcohol</li> <li>• Alcohol use, abuse and alcoholism</li> <li>• Treatment</li> </ul>
	*E3B-The Effects of Alcohol Abuse on the Family	<ul style="list-style-type: none"> <li>• Fetal Alcohol syndrome</li> <li>• Children of Alcoholics</li> <li>• Alcoholism and Violence</li> </ul>
Personal Issues	E4A-Roles and Rules of the Addictive Family	<ul style="list-style-type: none"> <li>• What is an addictive family?</li> <li>• Roles and rules</li> <li>• How to change</li> </ul>
	E4B-Co-Dependency at Home and Work	<ul style="list-style-type: none"> <li>• What is co-dependency?</li> <li>• What are its effects?</li> <li>• How to get help</li> </ul>
Keeping Families Drug-Free	*E6A-Children at Risk	<ul style="list-style-type: none"> <li>• Which children are more at risk</li> <li>• Why do children try drugs</li> <li>• How to help children say no</li> </ul>
	E6B-Raising Drug Free Children	<ul style="list-style-type: none"> <li>• Building family bonds to fight drugs</li> <li>• Symptoms of Drug Abuse</li> <li>• Drugs of abuse among children</li> </ul>
Drugs and Emotional Health	E7A - Anger Management: Recognizing Anger	<ul style="list-style-type: none"> <li>• Understanding anger</li> <li>• Learn to recognize your anger style</li> </ul>
	E7B – Getting Your Anger Under Control	<ul style="list-style-type: none"> <li>• Stories from people who are dealing with their anger.</li> <li>• Anger Management Techniques</li> </ul>
	E8A – Depression and Substance Abuse	<ul style="list-style-type: none"> <li>• Types/Causes of depression</li> <li>• Symptoms of depression</li> <li>• Getting help for depression</li> </ul>
	E8B – Suicide Prevention and Drug Abuse	<ul style="list-style-type: none"> <li>• Recognizing the signs of a potentially suicidal individual.</li> <li>• Where to go for help</li> </ul>
	E9A – Stress Management and Non Chemical Coping Skills	<ul style="list-style-type: none"> <li>• Learn to recognize how you cope with stress</li> <li>• Hints, tips and techniques to “de-stress” without resorting to alcohol or other drugs.</li> </ul>



# The DFW Training Series

## Supervisory Training Modules

*Training Series Modules are attractive, interesting and easy to read.*

*Each module is thoroughly researched and includes resources for assistance.*

*Modules are eight to ten pages, including a questionnaire.*

*Each module provides one-half hour of DFW training.*

DFW Introduction for Supervisors	S1A-Supervising the Drug-Free Workplace	<ul style="list-style-type: none"> <li>Understanding the Program</li> <li>Supervision Skills</li> <li>How to handle substance abusing employees</li> </ul>
	S1B-Overview of Drug Testing	<ul style="list-style-type: none"> <li>Overview of Drug Testing</li> <li>Reasonable Suspicion Testing</li> <li>Random Testing</li> </ul>
Supervisory Issues	S2A-Conflict Management	<ul style="list-style-type: none"> <li>Key Elements of Confrontation</li> <li>Dealing with Difficult People</li> <li>How to Make a Referral</li> </ul>
	S2B-Referring for Assistance	<ul style="list-style-type: none"> <li>What is an EAP?</li> <li>Seeking help for yourself</li> <li>Referring an employee</li> </ul>
	S3A-Supervising Alcoholic Employees and the ADA	<ul style="list-style-type: none"> <li>What are the ADA guidelines?</li> <li>Misconduct and the Addicted Employee</li> <li>What is “Reasonable Accommodation”?</li> </ul>
	S3B-Workplace Violence and Substance Abuse	<ul style="list-style-type: none"> <li>Overview of the Facts</li> <li>Signs of a Potentially Violent Employee</li> <li>Tips for Workplace Violence Prevention</li> </ul>
	S4A – Supervising The Troubled Employee	<ul style="list-style-type: none"> <li></li> </ul>
	S4B – Enabling the Co-Dependent Employee	<ul style="list-style-type: none"> <li>Expanding the definition of “Enabling”</li> <li>Actual clinical cases of enabling supervisors</li> <li>Steps to stop being an enabler</li> </ul>
The Courts Rule on Drug Issues in The Workplace	S5A – Court Case Review ( <i>Counts as Two Modules</i> )	<ul style="list-style-type: none"> <li><b>This Module Is The Equivalent Of One Hour Of Training</b></li> <li>Ideally it should be used in a group setting</li> <li>This module should be used with one supervisor as facilitator. However, the facilitator need not have specific training or experience.</li> </ul>
Recovery and The Impact on the Workplace	S6A – Supervising The Recovering Employee	<ul style="list-style-type: none"> <li>What are the supervisor’s rights and responsibilities toward the returning employee?</li> <li>What are appropriate actions and prohibited actions for the supervisor?</li> </ul>
Analyze How Actual Situations Were Handled By Other Supervisors	S7A –Program Error Review - Part One	<ul style="list-style-type: none"> <li>A module designed to inspire thought and review of internal policy</li> <li>Includes a synopsis of 5 situations where supervisors were required to make procedural or disciplinary decisions.</li> <li>Suggestions for handling similar situations</li> </ul>
	S7B – Program Error Review – Part Two	<ul style="list-style-type: none"> <li>As described for part one above with 5 additional case studies</li> </ul>
Diversity and The Drug-Free Workplace	S8A – Managing a Diverse Cultural Environment	<ul style="list-style-type: none"> <li>Understand the concept of diversity</li> <li>Learn what extra steps are required when working with a diverse employee population</li> </ul>

\*Available in Spanish



# Order the Drug-Free Workplace Training Series Modules

## ***With Copying Rights***

You purchase a single licensed copy of a Module and the right to reproduce up to a specified number of copies for your company during the year. Prices depend on the number of employees you will train and the number of Modules you order.

Number of Modules Ordered	Number of Employees*
	1 to 100
Set of two = 1 hour	\$75
Set of four = 2 hours	\$140
Set of six = 3 hours	\$200
Set of eight = 4 hours	\$250
Set of ten = 5 hours	\$275

*\*The copy rate for more than 100 employees is an additional per copy rate of \$.50 per employee.*

***Order CCI's Training Series Modules now and get a head start on this year's DFW certification training.***



# Order Form

*Total Workplace Solutions*

Company name: \_\_\_\_\_ Fax Number \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ Email Address \_\_\_\_\_  
 \_\_\_\_\_ Worker' Compensation Insurance Company  
 Contact person: \_\_\_\_\_  
 Title \_\_\_\_\_ Number of Employees \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Ext. \_\_\_\_\_

(✓)Check sets ordered	Module	(✓)Check sets ordered	Module
	E1A-Working in a Drug-Free Workplace		S1A-Supervising the Drug-Free Workplace
	E1B-The Disease of Addiction		S1B-Overview of Drug Testing
	E2A-Cocaine and Amphetamines		S2A-Conflict Management
	E2B-Marijuana, Barbiturates, Hallucinogens		S2B-Referring for Assistance
	E3A-Understanding Alcohol and Alcoholism		S3A-Supervising Alcoholic Employees and the ADA
	E3B-The Effects of Alcohol Abuse on the Family		S3B-Workplace Violence and Substance Abuse
	E4A-Roles and Rules of the Addictive Family		S4A-Supervising The Troubled Employee
	E4B-Co-Dependency at Home and Work		S4B – Enabling The Co-Dependent Employee
	E6A-Children at Risk		S5A – Court Case Review – (A one hour training in one module)
	E6B-Raising Drug Free Children		S6A – Supervising The Recovering Employee
	E7A – Recognizing Your Anger		New Topic Coming Soon!!!
	E7B –Getting Anger Under Control		S7A –Program Error Review - Part One
	E8A – Depression & Substance Abuse		S7B –Program Error Review - Part Two
	E8B – Substance Abuse and Suicide		S8A – Managing a Diverse Cultural Environment
	E9A-Stress Management/ Non-Chemical Coping Skills		
<b>Number of module sets checked above</b>	<b>Cost of modules (see page 3)</b>	<b>Additional copyright charge (see page 4)</b>	<b>Total</b>
		<i>Shipping &amp; Handling</i>	\$5.95
		<i>Tax (7%)</i>	
		<b>Total Due</b>	

**Mail your order and payment to:**

**CCI  
 PO Box 1935  
 Woodstock, GA 30189  
 (770) 516-0941 or toll-free (800) 516-0941**

**Questions? Call:**