



# Drug-Free Workplace Training: Newsletters

## **CCI introduces Drug-Free Workplace Training Monthly Newsletters**

We realize that the training component is the most difficult part of the Drug Free Workplace Certification process and many business owners have requested additional training options. In response to those requests, we are offering **Drug-Free Workplace Training Newsletters**. The *Georgia Chamber of Commerce* and *The Worker's Compensation Board* have stipulated that a two-page newsletter is the equivalent of 10 minutes of training. Therefore, you can fulfill your training requirement by sending one, two-page (minimum) newsletter, to employees, bi-monthly. Six monthly **Newsletters** are the equivalent of one hour of employee training! Simply dispense them with payroll each month and you have fulfilled your training requirements.

The **Training Newsletters** cover a wide variety of topics. They are primarily composed of reprints of articles from a variety of sources. The reprinted articles may, or may not, have been written by substance abuse professionals. Articles may come from professional journals, the internet, or even newspapers. However, we include only that information that we feel is accurate and valuable. The **Newsletters** are currently for employee training only and are not available in Spanish.

The **Training Newsletters** are available to **CCI's** Employee Assistance Program Clients as well as the general public. The **Newsletters** provided as a contract service CCI's EAP clients. Non-client companies may purchase the newsletters in sets of 6 for \$60 or sets of 12 for \$100 (plus \$5.95 shipping/handling and tax). Newsletters are sent via fax, email or snail mail. (The purchasing company will receive one copy of each newsletter and replicate them for each employee).

# Order Form



*Total Workplace Solutions*

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_ Title \_\_\_\_\_

Phone number: \_\_\_\_\_ ext. \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Worker' Compensation Insurance Company \_\_\_\_\_

Number of Employees \_\_\_\_\_

<b>Number of newsletter sets</b>	<b>Cost of newsletters)</b>		<b>Total</b>
<b>6</b>	<b>\$60</b>		
<b>12</b>	<b>\$100</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**

**Call:**