

# Drug and Alcohol Awareness

## All New in 2020!

This is a general course to teach people how to spot the signs of drug and alcohol use, including how to use the reasonable suspicion standard and how and where to report their concerns.

It identifies common signs of drug and alcohol use, the reasonable suspicion standard, how to document specific concerns relating to suspected drug and alcohol use and how and where to report concerns of drug and alcohol use.

### This course teaches:

- Negative effects of drug and alcohol use.
- How to spot signs of drug and alcohol abuse.
- What is the reasonable suspicion standard?
- How to document and respond to work-related issues stemming from drugs and alcohol.
- How to report drug and alcohol-related concerns.
- Do's and don'ts and how to avoid enabling.

Interactive polling questions in the course give employers real insight into how learners feel about the concepts and culture skills presented. And Emtrain's innovative Ask the Expert feature gives learners direct access to course experts.



### Course Versions

- 20 minutes (Manager) and 10 minutes (Employee)

### Languages

- English and translatable

### Admin Optional Timer

Lesson	Description
Introduction	Substance abuse is a serious issue - for country, the people involved and our organization.
Negative Effects	The negative impact of substance abuse isn't limited to the individuals involved. It can impact everyone on your team, its performance and our organization.
Definitions and the Laws	Substance abuse involves a range of behaviors and shows up differently, depending on the individuals involved. Not surprisingly, laws provide some guidance in terms of what is and isn't allowed.
Warning Signs	Everyone needs to be aware of the warning signs of substance abuse. It isn't always what you think.
The Reasonable Suspicion Standards	Employers can take action if they have a "reasonable suspicion" of substance abuse. It's important to understand what that means and the next steps that should follow.
Responding to Problems	Substance abuse creates personal and professional issues for the people involved, their teams and the organization. That makes it important to understand how to respond if your team faces a substance abuse issue.
Intervention and Referral	How should managers take action to help the person struggling with substance abuse and our organization?
Enabling and Manager Traps	Sometimes well-intentioned managers take action that can make the situation worse. Learn about common missteps managers and others make when trying to help.
Do's and Don'ts	Issues around substance abuse can be complicated - but here's a quick list of do's and don'ts to help guide your actions.



Lesson	Description
Review	A quick review of issues related to substance abuse and the workplace.
Our Drug-Free Policy	Our policies and guidance related to substance abuse in our workplace.
Post-Program Survey	A post-course survey on the learning experience.