

Product Specification: ADP

Alcohol and Drugs: The Management of Workplace Problems

Overview

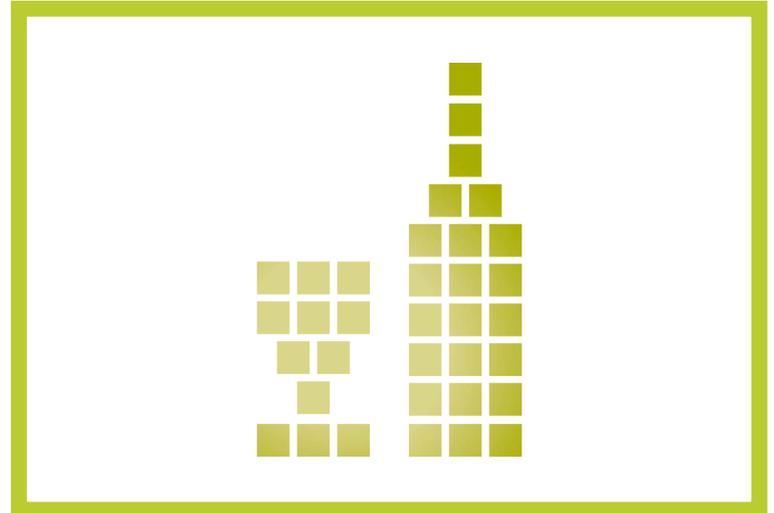
The aim of the day is to provide participants with a greater understanding of the difficulties that arise from alcohol and drug use and the problem solving approaches to the management of these issues in workplace settings.

With considerable implication for health and safety, absenteeism, productivity and working relationships, alcohol and drug use and its impact is of central importance for all working environments. As a result, having clear and robust policies and procedures in place can provide the framework for all staff to work to and the guidance on action to be taken should problems arise. However, developing an understanding of the issues, gaining a greater awareness of the signs and symptoms, and acquiring skills to address and manage individuals when alcohol and drug use is identified as a problem, will help those responsible to gain confidence to implement the procedures and deal with the problems when they arise.

The training day is relevant not only for all staff with HR, OH and Health and Safety responsibilities, but also for those staff with welfare and line-management roles who are often the first to be aware of and raise concerns regarding an individual's presentation.

Who Should Attend?

This course is suitable for anyone responsible for staff welfare including HR, OH and Health and Safety professionals.



Learning Outcomes

1. Help companies to identify employee drug and alcohol problems and ensure that they can manage these problems effectively
2. Maximize workforce efficiency, productivity, reduce absenteeism and promote a healthy lifestyle to the workforce
3. Provide a return on investment, outlining the case that it is often more cost effective to rehabilitate and invest in the health and wellbeing of employees rather than incur the extra expense and associated costs, time and effort it takes to recruit and retrain replacement staff
4. Understand that it is more cost effective for an organization to deal with these issues on a per case basis rather than paying for an under-utilized company wide EAP program or cash-plan covering each employee across the organization
5. Be an ethical and socially responsible organization that treats addiction problems as a healthcare concern
6. Reduce the risk of workplace accidents, and the risk of liability to incur legal costs as the result of these accidents

Symposium Training Contact Details

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Sample Programme

9:30 -10:00 Registrations and Coffee

10:00 – 10:15 Welcome, Introductions and objectives for the day

10:15 – 11:00 Alcohol and Drug Use

- Problems
- Progression

11:00 – 11:30 Alcohol and Drug Use in the Workplace

- Signs
- Consequences

11:30 – 11:45 Morning coffee

11:45 – 12:30 Workplace Policies

- Development
- Delivery

12:30 – 13:30 Lunch and discussion

13:30 – 14:30 Managing Difficult Situations

- Support for Managers and Colleagues
- Support for Concerned Others

14.30 – 15.15 Case Studies

- Based on participants own experiences/difficulties

15:15 – 15:30 Afternoon Tea

15:30 – 16:00 Resources

- Advice, information, support
- Treatment options/Aftercare

15:50 – 16:00 Conclusions and Action Planning