



Curriculum Outline for On-Site Trainings

Drug Free Workplace PA offers a comprehensive curriculum for organizations in understanding substance and alcohol use disorder in both the workplace and at home. For every on-site training, Drug Free Workplace PA is able to tailor trainings to your organizations needs for a unique, personalized educational experience.

Below is a list of our current On-site Trainings:

For Businesses:

- **Creating a Drug Free Workplace**
 - Cost of substance abuse to workplace
 - Benefits and return on investment
 - Five components of a drug free workplace
 - EAP overview
 - How to build a Drug Free Workplace Policy
 - Available resources
- **Supervisor Training**
 - Creating and implementation of Drug Free Workplace Policy
 - Drugs of abuse
 - Classification of drugs
 - Risk behaviors
 - What is a Supervisor's responsibility?
 - Confidentiality
 - Recognizing problems
 - Intervention and referral
 - Do's and Don'ts
 - Sample forms
 - Available resources

Supervisor Training is also available in 2 hr. session to meet DOT reasonable suspicion of probable drug use and alcohol misuse requirements.

- **Supervisor Tools & Techniques for Reasonable Suspicion**
 - How to utilize effective communication techniques during the employee discussion
 - The importance of protecting the employees confidentially
 - The Do's and Don'ts for supervisors
 - A step-by-step outline to follow when an incident occurs
 - Reasonable suspicion checklists and script for the employee discussion

- **Employee Training**
 - Overview and requirements of Drug Free Workplace Policy
 - Impact of alcohol and drug abuse on the workplace
 - Disease of addiction
 - Prevention
 - Available resources
- **Employee Assistance Program (EAP) Training**
 - Benefits of an EAP
 - Goals of an EAP
 - Components and services
 - How an EAP helps employees
 - How an EAP works
 - Types of EAP and how to pick the right one
 - Available resources
- **Supervisor/Employee Signs and Symptoms**
 - The science of addiction and what occurs in the brain
 - Review of the five major classes of drugs
 - The emotional, behavioral and physical substance use effects of alcohol and the National Institute for Drug Abuse (NIDA) 5 Drugs
 - Available resources for current substance use disorder
- **Science of Addiction**
 - Cost of addiction to society
 - Disease of addiction
 - Classification of drugs
 - Health impacts of addiction
 - Drugs of addiction
 - Risk behaviors
 - Available resources
- **Medical Marijuana in the Workplace**
 - Overview of marijuana
 - Legal view of medical marijuana
 - Review of PA Medical Marijuana Act 16
 - Medical marijuana and the medical perspective
 - Employer's view of medical marijuana

For Families and Communities:

- **Family Support for Substance Use Disorders**
 - Understanding addiction
 - Classifications of drugs
 - Treatment approaches
 - Single County Authorities
 - Recovery
 - Critical components to successful family involvement
 - Managing behaviors
 - Marijuana & alcohol

- Co-occurring conditions
- Available resources

- **Signs and Symptoms for Families**
 - Emotional, behavioral and physical impacts of addiction
 - Different between signs and symptoms
 - How to be a part of the solution
 - Risk behaviors
 - Available resources

- **Family Roles**
 - Impact of addiction on family
 - Types of roles within a family
 - Risk behaviors
 - Future outcomes
 - Available resources

Presentations are on average one hour in length however components of each presentation can be combined to lengthen the education time.

Grant funding allows us to offer all of our services free of charge.

To arrange an educational session for your community or workplace contact us at:

717-454-3100

www.drugfreeworkplacepa.org

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