

Session One - Alcohol and its effects

During this session participants will discuss:

- the physical and psychological effects of alcohol
- the risks of working under the influence of alcohol
- alcoholism and the care services available
- recognising alcohol misuse and making referrals

Session Two - Drugs and their effects

During this session participants will discuss:

- different types of drugs available
- physical effects and withdrawal symptoms of such drugs
- implications of the above in the work environment
- recognising substance abuse and making referrals

Session Three – Stress Management

During this session participants will discuss:

- what is stress?
- effects of stress
- how to manage stress

Session Four – Approaching the Problem Employee

During this session participants will discuss:

- recognising signs and symptoms of substance abuse
- confronting (constructively) people using/abusing substances through the appropriate communication skills
- establishing a referral system
- the formulation of a policy

N.b. Sessions 1 and 2 can be implemented with both the management and employees whilst session 3 and 4 are usually implemented with managers only.