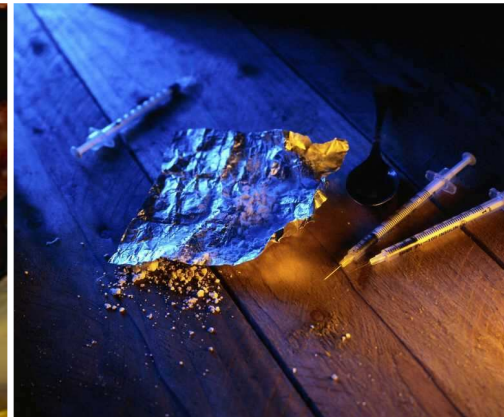




Alcohol & Other Drugs at Work

What Supervisors Should Know



- ▶ Introduction with trainer specific information: Time frame, logistics, announcements.

Program is not designed to teach supervisors how to diagnose alcoholism or drug addiction with those you supervise. (Trainer discusses rationale for this disclaimer.)

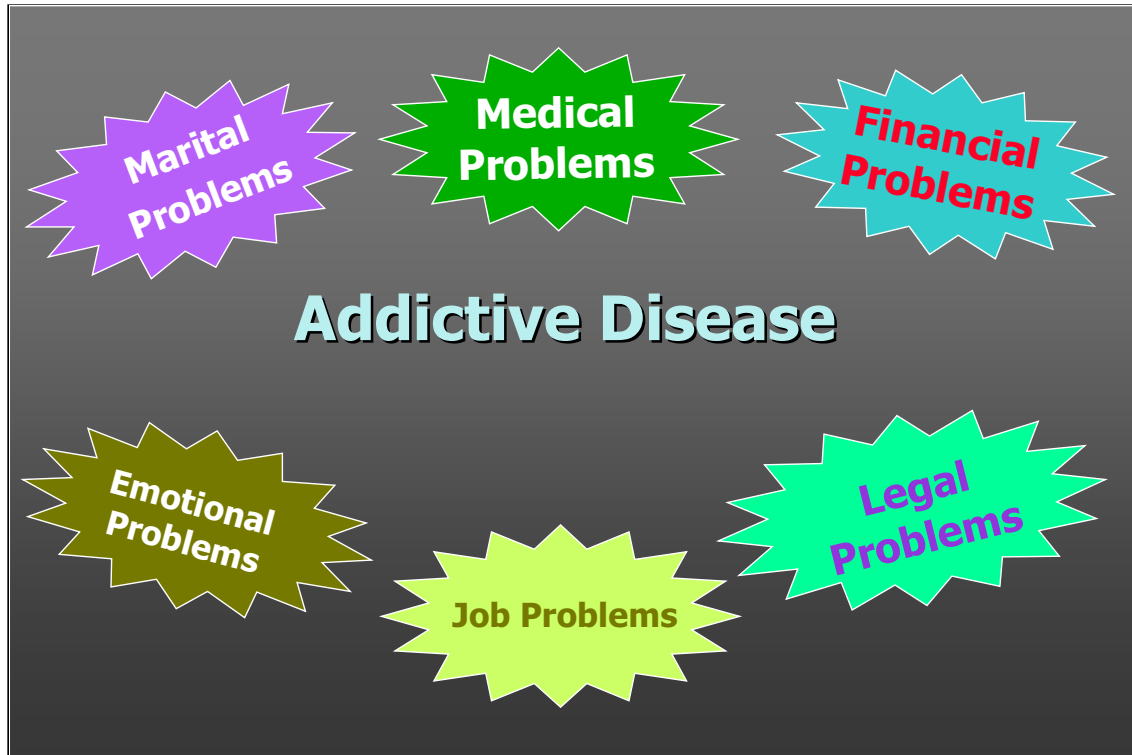
- ▶ Provides supervisors with information necessary to increase awareness about troubled employee behaviors and help supervisors avoid mismanagement of employees who may have alcohol or drug problems overtly displayed or completely unrecognized.

- ▶ Since supervisors monitor performance, they can ideally be part of an early warning system for spotting performance problems that **could be** due alcohol or drug use.

- ▶ What the program includes. Information about the disease concept of alcoholism and drug addiction; impact workplace substance abuse; common myths and misconceptions; about tolerance and cross tolerance; understanding loss of control, denial, avoiding armchair diagnosing, stopping enabling. Also included are pictures of licit and illicit drugs from major categories, signs and symptoms, and principles of constructive confrontation.

- ▶ Most supervisors have misinformation about alcoholism and drug addiction. This misinformation gets in the way of effectively responding to troubled employees, who can easily explain away and postpone confrontation as a result of their increasingly, well-practiced defensive mechanisms. Without training and a set of guiding principles for managing troubled employees with alcohol and drug problems, supervisors are unwittingly outmatched.

NOTES:



- ▶ Alcoholism/Drug Addiction is always first to be treated in the presence of other personal problems. Often problems are directly caused by the primary health care problem--addiction.
- ▶ Supervisors normally become aware of a variety of personal problems long before obvious alcohol or drug problems are observed. These are often symptoms of the alcohol or drug problem, but are mistakenly believed to be causes rather than symptoms.
- ▶ Other problems do not cause alcoholism or drug addiction. Alcoholism or drug addiction may contribute to these and other problems. Or, these problems make alcoholism or drug addiction worse. One of the most popular misconceptions is that alcoholism is caused by stress. Example: "Hey, you would drink too, if your wife left you for another man." The next step for this individual is an evaluation to rule out acute chronic alcoholism. Non-alcoholic drinkers could not use alcohol "successfully" in this way to feel better about such a problem. It wouldn't work.
- ▶ Supervisors may avoid referring if they attempt to determine the nature of personal problems interfering with job performance. Focusing on personal problems leads to discussion and possible solutions -- often the wrong one if its not the EAP.

NOTES: