

Handouts

Team Awareness Training

For Workplace Substance Abuse Prevention Small Business 4-Hour Edition

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***Team Awareness Training for Workplace Substance Abuse Prevention* (Small Business 4-Hour Edition)**

This manual was developed as an abridged version by Beth Mivedor, MEd, as part of the Small Business Wellness Initiative (SBWI) through funding by the Substance Abuse Mental Health Services Administration (SAMHSA). This version was based on the Small Business Four-Hour Edition of *Team Awareness* as part of the SBWI, a community collaborative project funded by the Department of Health and Human Services through a grant from SAMHSA. The Small Business Four-Hour Edition of *Team Awareness* was developed by Joel Bennett, PhD, *Principal Investigator*, Darlene Beard, Erin Kelley, Renee Lovett, LCDC, Camille Patterson, PhD, Richard Sledz, LCDC, and Wyndy Wiitala, PhD. The training presentation is also available in Spanish; special thanks to Erin Kelley and Maria Rojas for translating these materials. This project combined the efforts of three organizations: Tarrant Council on Alcoholism & Drug Abuse, Organizational Wellness & Learning Systems, and the Small Business Development Center: Technical Assistance Center of North Texas. For more information, visit www.sbwi.org.

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Module 1 Handouts


1. Identify and reduce risks that cause or aggravate the problem
2. Identify and increase benefits & strengths that address the problem
3. Know and appreciate policy as your guide and safeguard
4. Understand your own tolerance for the situation & adjust if necessary
5. Work together as a team to communicate & solve problems
6. Develop or enhance stress problem solving skills (alternative solutions)
7. Communicate the problem & support others (don't isolate & withdraw)

 Reduce your Risks


An Ounce of Prevention is Worth a Pound of Cure

Increase your Strengths 


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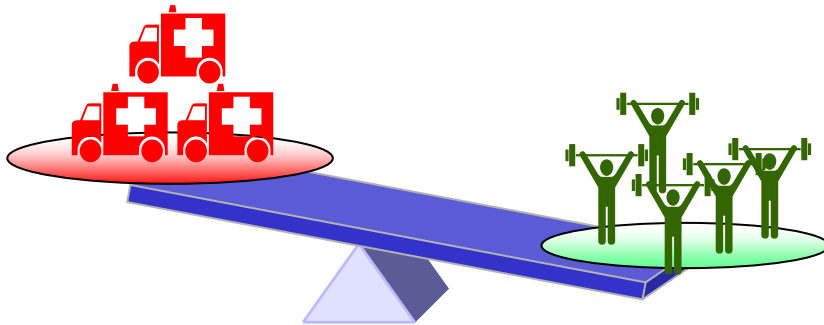
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Increase your Strengths 



Personal Exercise 2

Initial Assessment of Risks & Strengths

This questionnaire is for you to take.
Please answer questions about your everyday work.
Think about the people and places
(in the office or outside) that are most
common or familiar to you.

Do not write your name on this form.

GROUP RISK

1 → In the past six months, have you experienced any of the problems below while at work and from co-workers or supervisors? (Circle '0' for NO and '1' for YES)

	<u>NO</u>	<u>YES</u>
1. Verbal abuse, anger or rudeness from a co-worker or supervisor.....	0	1
2. An employee failed to get help for a personal problem, and this increased the risk of productivity or safety problems.....	0	1
3. You witnessed sexual harassment from another co-worker either toward you or someone else (lewd comments or jokes, inappropriate touching).....	0	1
4. Co-workers work under influence of alcohol or affected by alcohol (work with hangover).....	0	1
5. Co-workers work under influence of illegal drugs (such as marijuana or cocaine), selling drugs, or using any drugs that negatively affect their work.....	0	1
6. If their work was affected by an employee with a drinking or drug problem, would your co-workers ignore the problem, cover for, or "pick up the slack"?.....	0	1

2 → When you are done, add all '1' scores and write the total here and again below: TOTAL

TOTAL (SCORE BETWEEN 0 and 6)

GROUP STRENGTH

3 → Indicate how much you disagree or agree with the statements by circling a number from 1 to 5 below.

	<u>Strongly Disagree</u>	<u>Disagree</u>	<u>In Between</u>	<u>Agree</u>	<u>Strongly Agree</u>
1. The people in my work group trust each other and cooperate to get the job done.	1	2	3	4	5
2. In my work group, there are individuals who do not do their fair share of the work.	5	4	3	2	1
3. There is often too much friction among the members of my work group.	5	4	3	2	1
4. People in my work group work together as a team for group objectives and goals.	1	2	3	4	5
5. When I face a difficult job, my co-workers can be counted on to help me out.	1	2	3	4	5

4 → When you are done, add all five scores and write the total in the square here and below: TOTAL

TOTAL (SCORE BETWEEN 5 and 25) **2b**