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.

The original manual, on which the SBWI manual is based, was developed as part of a NIDA Grant (DA04390), Drug Use in the Workplace: A Prevention Training Program, to the Institute of Behavioral Research, Texas Christian University. The contents were solely the responsibility of the developers and did not necessarily represent the official views of NIDA. The developers were Wayne E. K. Lehman, Ph.D., Principal Investigator, Joel Bennett, PhD, Norma G. Bartholomew, MA, and G. Shawn Reynolds, MS.

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Relevance to You and Your Work Group: An Orientation to Team Awareness Training

Module 1 of

Team Awareness Small Business Training

This training is adapted from Team Awareness, developed at the Workplace Project, Institute of Behavioral Research, Texas Christian University (www.ibr.tcu.edu), Fort Worth, Texas, 76129
OVERALL PURPOSE

PURPOSE OF TEAM AWARENESS

• Enhance team communication

• To help reduce any risks
Substance Use

A Private Concern or Problem for Individual Employees
Substance Use

A Public Concern that Affects Everyone
Traditional Drug-Free Workplace Training

Focus on Individuals As Separate and Vulnerable to Substance Use Problems
Team-Oriented Workplace Training

Focus on Individuals together in Groups (Social Climate, Team Productivity, Group Stress)
Substance Use & Service Quality

• A substance abuse training program is relevant for service quality.
• Substance misuse and abuse (and related factors) can hurt:
  • Performance
  • Teamwork
  • Customer service.
• Substance abuse in the workplace takes place in a work culture that may condone and enable it.
• In a teamwork environment, use by any member affects other members in terms of productivity, safety, morale.
GROUND RULES

Confidentiality
What You Say Here Stays Here

Honor
Focus on “I”
(disagree, privacy)
(e.g., This is how I see it..)

Anonymity
No Sensitive Info, Names or I.D.
(e.g., “There was..” or “Imagine a situation…”)

Team Trust
No Domination
Everyone Gets a Chance

Have Fun!

Team Awareness Small Business
An Ounce of Prevention
Is Worth A Pound of Cure

GOALS

• Increase **Awareness** of Risks & Strengths
• Develop **Support** in the Work Culture
• Increase **Awareness** of Benefits
• Use Appropriate Programs and Services
• Adopt Appropriate Policies
Ounce of Prevention Principles

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)

These apply to all areas of work & life in general

Team Awareness Small Business
## GROUP RISK

**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)**

<table>
<thead>
<tr>
<th></th>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verbal abuse, anger or rudeness from a co-worker or supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. An employee failed to get help for a personal problem, and this increased the risk of productivity or safety problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. You witnessed sexual harassment from another co-worker either toward you or someone else (lewd comments or jokes, inappropriate touching)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Co-workers work under influence of alcohol or affected by alcohol (work with hangover)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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”?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**When you are done, add all ‘1’ scores and write the total here and again below:**

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GROUP RISK TOTAL (SCORE BETWEEN 0 and 6)**

---

## GROUP STRENGTH

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GROUP STRENGTH TOTAL (SCORE BETWEEN 5 and 25)**

---

**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)**

<table>
<thead>
<tr>
<th></th>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>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”?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**When you are done, add all ‘1’ scores and write the total here and again below:**

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GROUP RISK TOTAL (SCORE BETWEEN 0 and 6)**

---
When there is a problem, a concern, a conflict, an unresolved issue
When things could be improved or made better

WHAT ARE THE RISKS ???!
**RISKS or CONCERNS**
Enabling, Alcohol, Drugs, Hostility, Harassment

**STRENGTHS**
Conflict Management, Trust, Cooperation, Fairness, Teamwork

Data From 2 Worksites
\% of 925 workers

<table>
<thead>
<tr>
<th>None</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four +</th>
<th>SCORE:</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>27</td>
<td>24</td>
<td>15</td>
<td>14</td>
<td>5-10</td>
<td>11-15</td>
<td>16-18</td>
<td>19-21</td>
<td>22-25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Very Low</th>
<th>Low</th>
<th>Middle</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>16</td>
<td>35</td>
<td>32</td>
<td>11</td>
</tr>
</tbody>
</table>

**Area of Strength**
**Heightened Risk When High Concerns & Low Cohesion**

**Area of Strength**