***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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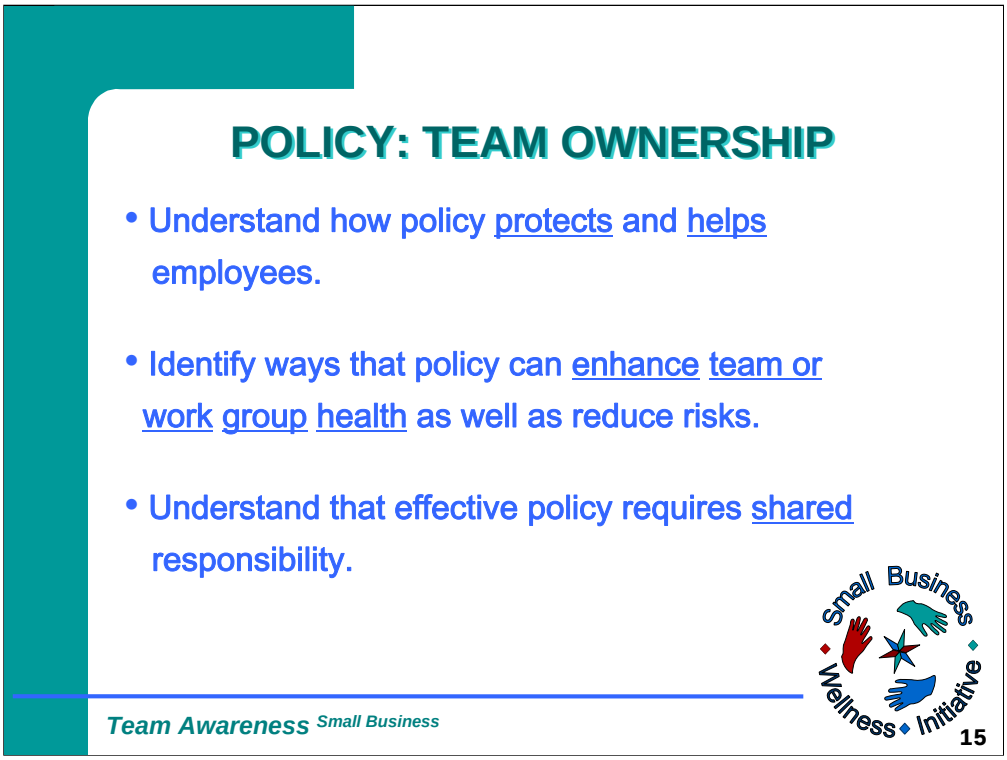
# *Team Ownership of Policy: The Risks & Strengths Game*

**Module 2 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

**We strongly encourage that trainers review the manual for this module before using the overheads. The manual is available in downloadable PDF (Acrobat Reader) format from www.ibr.tcu.edu**




**>>> STEP 1 (OVERVIEW)**. Read slide and explain that this is the purpose of Module 2 on policy.

IMPORTANT TIP. This module was originally designed and implemented to address the specific policy components of the worksite in which the trainees worked. We encourage you to become familiar with current policy before providing this training. If there is no policy than you may use this module to help workers see the value of having a policy. You may possibly involve some workers in a task force or committee to help in policy development.

IF YOU HAVE A POLICY IN PLACE -- VERY IMPORTANT. The Team Awareness training places a great deal of emphasis on GETTING HELP for problems and contrasts the awareness and initiative in self-help (GETTING HELP) with the disciplinary policy and surveillance of drug-testing GETTING CAUGHT). Please review your policy for any and all indications where employees are:

- Encouraged to get help
- Given unrestricted and confidential access to an employee assistance program or counseling professional
- Provided access to alcohol or drug treatment as part of a benefits plan

Also, note that while the QUIZ (SLIDE 5) and the "RISKS & STRENGTHS" Board Game (SLIDE 18) use standard questions that should apply to different work settings, facilitators should be prepared to answer any questions about the specific policy at the worksite.

WE ALWAYS RECOMMEND DEVELOPING YOUR OWN QUESTIONS AND KEEPING A COPY OF THE POLICY WITH YOU IN THE TRAINING CLASSROOM.

## How Policy Works For YOU

- **Protects** three groups - employees, customers, and employers
- Identifies **Responsible Behaviors** (acceptable and unacceptable behaviors)
- Provides ways to **Help** employees deal with problems (e.g., EAP, awareness training)
- Provides way for **Detecting** problems (e.g., drug testing)
- Gives guidelines for **Discipline** when employee problems are not dealt with voluntarily
- Describes **Rights** of employees, addresses privacy concerns, and appeal procedures

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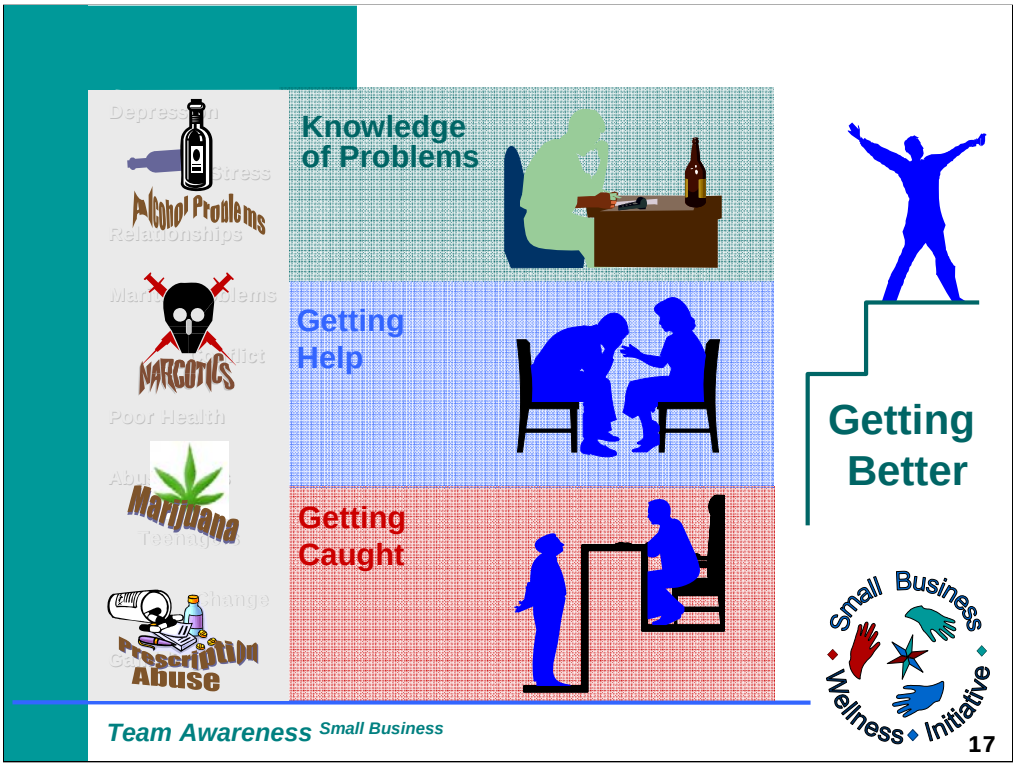
**>>> STEP 1 (continued).**

Read the slide as shown. If you have a copy of the actual workplace policy with you, take a minute to point to phrases or clauses that illustrate or exemplify any of the points in the slide.

For example, read any part that identifies “RESPONSIBLE BEHAVIORS” – most policies have a statement that says employees may not report to work under the influence of alcohol or illicit drugs or to use substances while at work. Find the statement in the policy and read it.

For example, read any part that identifies “DISCIPLINE” – most policies have a statement that says employees who are found to violate the policy will be subject to disciplinary action of some sort. Find the statement in the policy and read it.




**>>> STEP 3 (POLICY COMPONENTS)**

This slide shows the THREE CORE ASPECTS of Policy and provides an overview to the next slide.

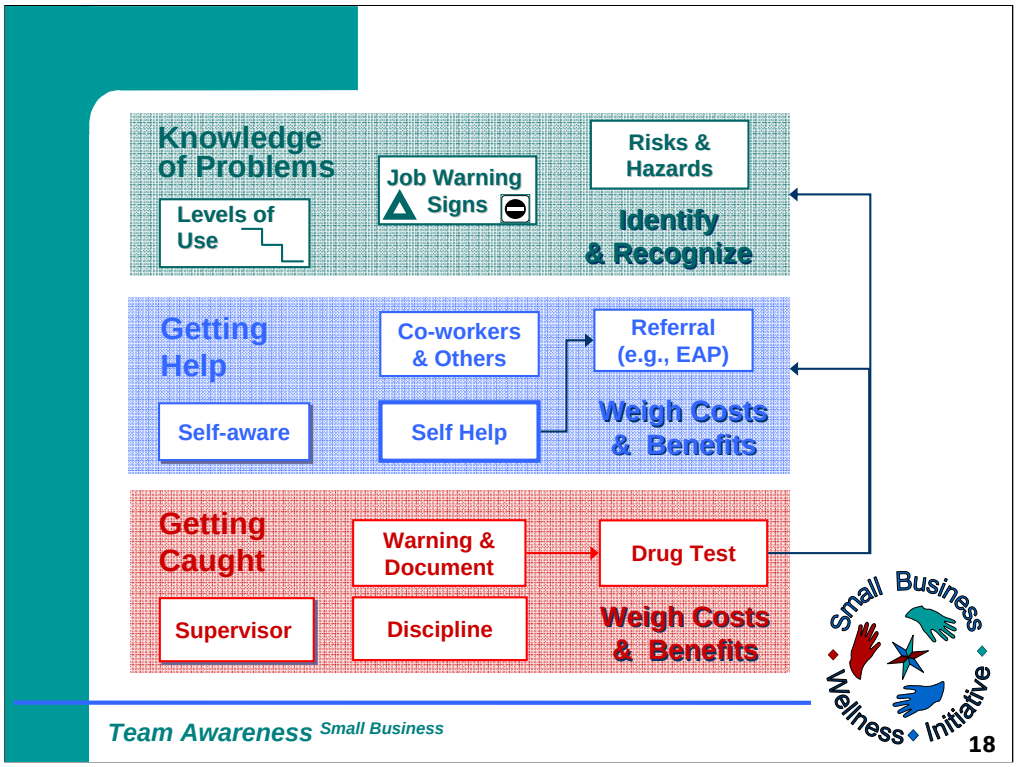
>>SAY: In general terms, we can look at policy as having three primary goals, all with the objective of helping employees to GET BETTER.

The three objectives are:

(1) To know what problems are or identify when alcohol or drug use has become a problem

(2) To know how to get help and to reduce barriers to getting help, and

(3) To know about consequences of not getting help and any drug testing procedures associated with GETTING CAUGHT




**>>> STEP 3 Continued…**

>>> Say: Let's look at each of these in more detail.

- **KNOWLEDGE OF PROBLEMS** requires understanding:

(1) Different levels of use– USE >>> MISUSE >>> ABUSE
(2) Job Warning Signs and what the MAY mean
(3) Risks and Hazards associated with misuse or abuse

- **GETTING HELP** requires understanding that there are different ways of getting help:

(1) If we are SELF-AWARE, we may be able to help ourselves (SELF HELP) or we can go to the EAP, a counselor or 12 step program (SELF REFERRAL).

>> ASK: What can be the problem with GETTING HELP on one's own, if you are addicted or have dependence on a drug?

(2) If Coworkers or others among friends or family are aware, they may encourage us to get help as well OR they may ask the EAP what to do

We will do an exercise that asks you to weight the costs & benefits of getting help in a few minutes

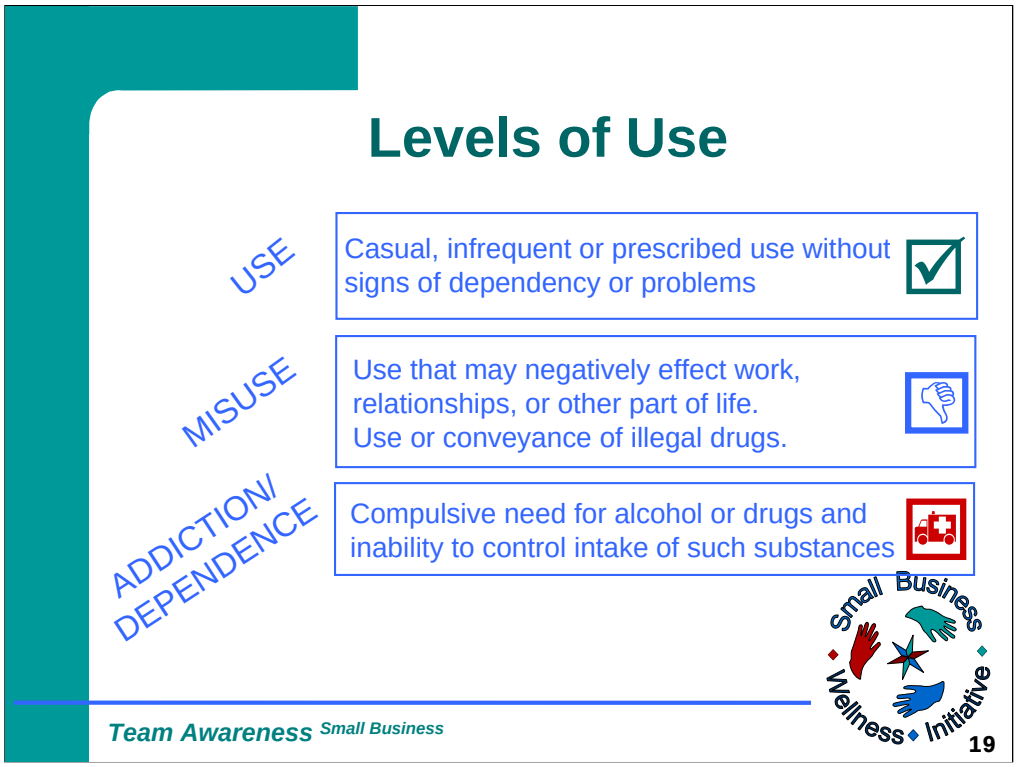
[[ **TIP.** READ/REVIEW any portion of your policy that deals with the EAP or getting help here]]

- **GETTING CAUGHT** can also happen in one of several ways:

(1) Supervisor observes JOB WARNING SIGNS and decide to drug test (REASONABLE SUSPICION)
(2) Other types of drug testing pick up use of drugs; What are these other types of testing? (POST ACCIDENT; RANDOM; Or PRE-EMPLOYMENT (if you leave here to work somewhere else)
(3) Also note that there is often if not ALWAYS some form of DISCIPLINE involved w/getting caught

We will do an exercise that asks you to weight the costs & benefits of getting caught in a few minutes

[[ **TIP.** READ/REVIEW any portion of your policy that deals with drug testing/discipline]]

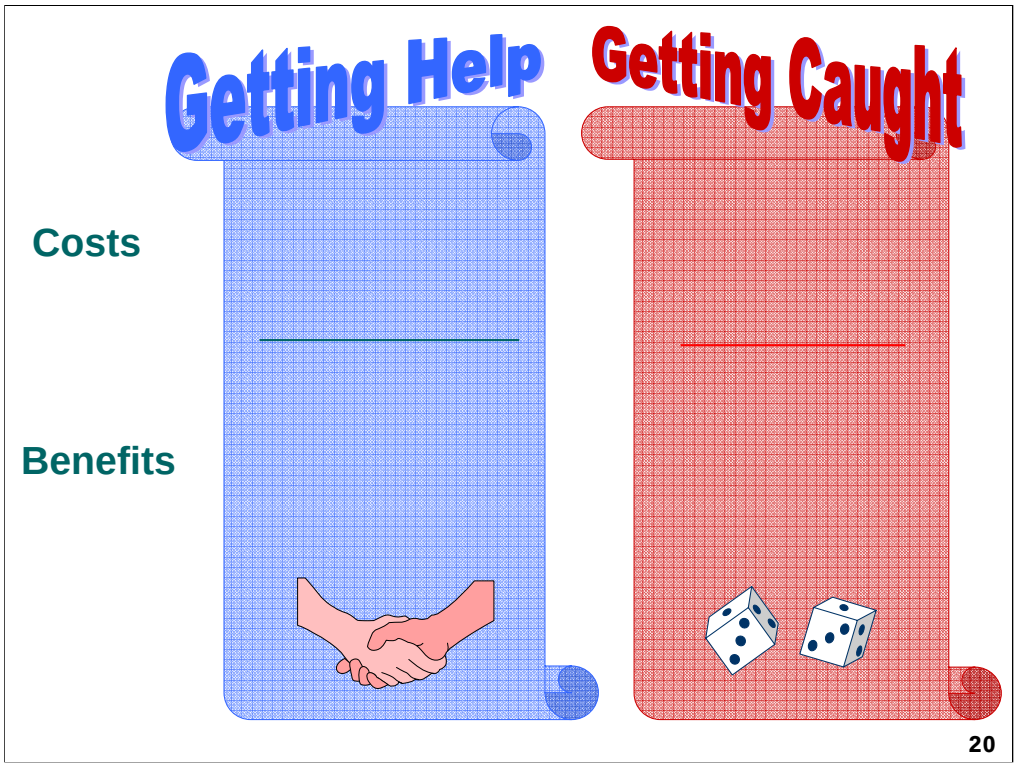



**>>> STEP 3 Continued...**

**>> SAY:** Generally speaking, we can distinguish three levels of use. ((Invite participants to read each of the three from the overhead).

>> **ASK:** What does policy say about each of these?

>> **EMPHASIZE** (If appropriate): Your policy says nothing about the use of alcohol when you are not at work or in ways that do not effect your work. So... USE of alcohol and legal drugs is generally permissible under policy. It is when such use can impair your performance at work that you may be MISUSING.




**>>> STEP 4 GETTING HELP/GETTING CAUGHT**

This exercise requires (1) a handout of the slide, and (2) a flip chart or overhead erasable marker. Follow the above steps in conducting this exercise

**(1) Distribute** the handout so that each table (of 2 to 5 participants) has one.

**(2) Divide** the room in half or randomly ask half the room to focus on GETTING HELP and the other half to do GETTING CAUGHT

**(3) Ask** the participants (at their tables) to write out and list as many costs and as many benefits that they can think of to their assigned list (5 minutes)

**(4) Ask** for feedback and have a volunteer/participant write down the answers on the flipchart or overhead (using erasable marker).

**(5) Ask** participants to weigh costs and benefits and decide whether better to get help or get caught

**(6) Ask** why people do not get help, even when the benefits of doing so seem to outweigh the costs

Here is an example of previous responses seen in this exercise

**Getting Help**

- Embarrassment
- Feel judged
- Takes time
- May "cost" you the friends who use
- Lifestyle change
- Life saving
- Less stress
- Keep job
- Save family
- New friends
- Set example

**Getting Caught**

- FIRED
- Loss of family
- Embarrassment
- Maybe Jail
- Revoke license
- Lose reputation
- You'll get help!
- Save money
- Get rid of problem
- No sneaking
- May help others

# Signs of NOT Coping Well

- Changes in sleep habits (too much or too little)
- Changes in eating habits (losing/gaining weight)
- Unable to shake off feeling blue or down in the dumps
- Increased use of alcohol or other drugs
- Feeling like “It’s just not worth it”
- Feeling like “everything is hopeless”
- Difficulty concentrating; distracted; “in a fog”
- Unable to control anger; irritable over “little things”
- Crying a lot or “shutting down” your feelings
- Fighting with family, friends, coworkers

How many of the above 10 have you had in past month?

# Employee Assistance Program

*Insert EAP Information Here*

*EAP Provider*
*EAP Phone Number*
*EAP Website, if applicable*
*Number of sessions*

## The Rules

- After being asked a question, discuss it as a team, & write down one answer (30 seconds).
- Correct answers earn a green chip (a strength) & proceed to the next green block.
- Incorrect answers earn a red chip (a risk) & proceed to the next red block.
- Avoid risk accumulation by getting help.
- Avoid getting caught.
- Keep a positive balance of strengths versus risks.

# Winning

**The team with the most strengths after testing for promotion wins the game!**

# Create a Team Name

# Question 1

A recent study of 900 fulltime employees showed a relationship between stressful work conditions and depression. Which of the following four types of job stress was MOST associated with a major depressive episode?

A. PHYSICALLY DEMANDING work (lots of physical effort, continuous activity, etc.)
B. Little DECISION AUTHORITY (low ability to make decisions, not having lots of say, etc.)
C. HAZARDOUS WORK (exposure to chemicals, dangerous machinery, etc.)
D. PSYCHOLOGICAL DEMANDS (not enough time to get work done, little conflicting demands, etc.)

# Answer 1

B. LOW DECISION AUTHORITY:

five times more likely to have depressive episode; psychological demands also but only about twice as likely and not as significant.

# Question 2

## True or False:

State law denies compensation benefits in cases where the injury occurred while the employee was in a state of intoxication.

# Answer 2

**True:**

Texas Labor Code Ann. §406.032 (1997).

# Question 3

Many employees are aware of coworkers who use alcohol or drugs at work. What is your estimate of the percent of employees surveyed who are aware of or affected by coworker use?

A. 1 – 5%
B. 6 – 10%
C. 11 – 35%
D. 36 – 65%

## Answer 3

The best answer is C.

Roughly 10 – 35% of those asked are aware of coworker drug use.

# End of Round 1!

# Question 4

Correctly classify the following situations as either use, misuse, or dependence.

1. An individual drinks a beer with dinner every night after work.
   A. Use  B. Misuse  C. Dependence
2. Upon waking & before going to work each morning, an individual craves & smokes marijuana.
   A. Use  B. Misuse  C. Dependence
3. An employee has a few beers at lunch on a Friday afternoon before going back to work.
   A. Use  B. Misuse  C. Dependence

# Answer 4

1. A. Use (Beer is legal and there is no sign of dependence)
2. C. Dependence (Craving each morning upon waking suggests a dependency)
3. B. Misuse

# Question 5

**True or False:**

Prescription drugs can be more dangerous than illicit drugs.

# Answer 5

The best answer is True.

Prescription drugs should only be taken according to your physician's directions. When you use prescription drugs that were not prescribed for you, or in ways that your physician did not direct, they can be dangerous and harmful to your health. Some prescription drugs, even when taken according to physician's directions, can affect your alertness & performance on the job. So it is important that you also pay attention to any warnings that come with the prescription.

# Question 6

**True or False**

Drug abuse is primarily a problem among the unemployed.

# Answer 6

**The best answer is False.**

There are many misconceptions about substance abuse.

About 90% of alcoholics & 70% of illicit drug users are employed fulltime.

Among 18 – 34 year olds, about 20% of illegal drug users work in professional & financial jobs.

# End of Round 2!

# Question 7

According to the Drug Free Workplace Act of 1998, what percent of workplace accidents are alcohol or drug related?

A. 17%
B. 25%
C. 34%
D. 47%

# Answer 7

The best answer is D.

47% of workplace accidents are alcohol or drug related.

# Question 8

**According to one study, which of the following factors is most closely associated with whether an individual is a problem drinker?**

A. Work stress

B. Whether coworkers drink & how often

C. Lack of a strong & enforced policy

D. Feeling alone & alienated at work

# Answer 8

The correct answer is B.

# Question 9

Which of the following treatments is the most effective for people who are trying to stop smoking or using nicotine?

A. Individual or group counseling
B. Nicotine replacement (patch or gum)
C. Acupuncture
D. Both A and B together
E. Both B and C together

# Answer 9

**C. A review of 56 research articles concluded that smokers were more likely to stop or cut down:**

1. More with counseling than with self-help material
2. When given skills in problem-solving & coping with events that lead to relapse
3. When counseling & nicotine replacement were used together

# Who won?