

## ***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](http://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.

*Team Awareness* training may be used freely for personal, educational, research, and/or information purposes only. Permission is hereby granted to reproduce and distribute copies of content material (except reprinted passages from copyrighted sources) for nonprofit educational and nonprofit library purposes, provided that copies are distributed at or below costs and that credit for author, source, and copyright are included on each copy. No part of any material may be copied, downloaded, stored in a retrieval system, or redistributed for any commercial purpose without the expressed written permission of Texas Christian University. For more information, please contact: Institute of Behavioral Research, Texas Christian University, P.O. Box 298740, Fort Worth, TX, 76129 or visit [www.ibr.tcu.edu](http://www.ibr.tcu.edu).

© Copyright 2004 Small Business Wellness Initiative, Fort Worth, Texas. All rights reserved.

© Copyright 2002 TCU Institute of Behavioral Research, Fort Worth, Texas. All rights reserved.

# *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](http://www.ibr.tcu.edu)), Fort Worth, Texas, 76129



# POLICY: TEAM OWNERSHIP

- Understand how policy protects and helps employees.
- Identify ways that policy can enhance team or work group health as well as reduce risks.
- Understand that effective policy requires shared responsibility.



# 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



Depression  
Stress  
**Alcohol Problems**  
Relationships



## Knowledge of Problems



Marital Problems  
Conflict  
**NARCOTICS**



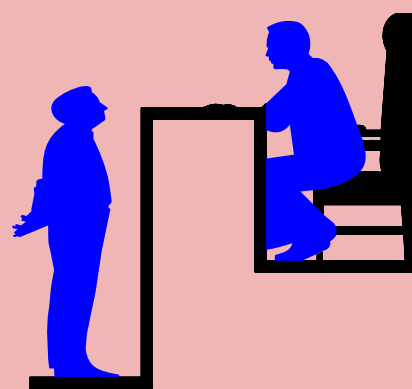
## Getting Help



Poor Health  
Abuse  
**Marijuana**  
Teenagers



## Getting Caught



Change  
Gaining  
**Prescription Abuse**



## Getting Better





# Levels of Use

USE

Casual, infrequent or prescribed use without signs of dependency or problems



MISUSE

Use that may negatively effect work, relationships, or other part of life.  
Use or conveyance of illegal drugs.



ADDICTION/  
DEPENDENCE

Compulsive need for alcohol or drugs and inability to control intake of such substances

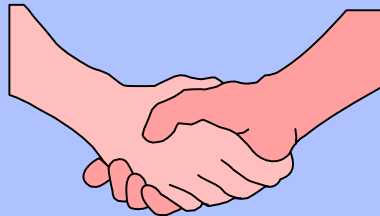


# Getting Help

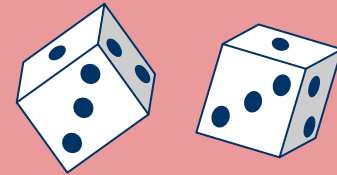
Costs



Benefits



# Getting Caught





# 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?

