



*ITPM is pleased to offer this opportunity for professional development and training on:*

## **Substance Abuse Identification and Constructive Remediation Skills for Supervisors**

The abuse of drugs and alcohol is a national problem of immense proportions. It permeates and impacts every level of business, social, and government institutions. Substance abuse is estimated to cost employers more than \$100 billion annually in terms of absenteeism, accidents, turnover, waste, and health care expenses. Experts estimate that 10% to 20% of all workers in the United States use harmful drugs *on the job*.

*Job Performance and Chemical Dependency: A Guide for Supervisors and Managers*

***The goal of this training is to assist supervisors in attaining the appropriate skills necessary to identify employees with an alcohol or substance abuse problem and constructively remediate an appropriate solution to improve job performance.***

### **Participants in this program will be able to:**

- Examine the impact of alcohol and substance abuse on job performance.
- Recognize the signs and indicators of alcohol and substance abuse on the job.
- Document "poor employee performance" and identify and discuss company liabilities of non-supervisory intervention.
- Assess enabling behaviors or excuses for non-supervisory intervention.
- Develop appropriate "constructive remediation" skills critical to referring the employee in need of assistance.

### **Training Format**

This is a performance based training that will allow the participant to develop and practice skills related to a successful supervisory/employee remediation. Emphasis will be placed on supervisory liability issues, employee performance, documentation, remediation, and referral.

### **Training Manual**

A comprehensive training and resource manual will be provided for all participants. This manual will be utilized extensively during the training and will become an invaluable resource for future "constructive remediations."

### **Training Instructors**

Mr. Gary J. Metz, M.S.ED., M.P.A., CSAC, MAC  
Mr. David A. Monk, M.P.A., CSAC, C.A.S., CPP

Metz and Monk each have over 25 years of experience working in substance abuse strategies and the criminal justice system. They draw from their extensive experience and education to deliver the most current information and research available on topics of relevance to the workplace community.

For more information regarding this and other ITPM training opportunities, contact:

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