

# Drugs in the Workplace Training Programmes



KCA (UK) 43A Windmill Street, Gravesend, Kent, DA12 1BA  
Tel: 01474 326168 Fax: 01474 325049  
Email: [tcw@kca.org.uk](mailto:tcw@kca.org.uk) Web: [www.kca.org.uk](http://www.kca.org.uk)

## Contents

	<i>Page</i>
About KCA	2
Drug and Alcohol Awareness for Hospitality / Front line staff	3
Identifying and Addressing the Problem of Drugs And Alcohol in the Workplace	4
Policy Development & Implementation Training	5
Drug Awareness	6
Informal Drug and Alcohol Awareness in the Workplace	7
Drug and Alcohol Workshop	8
Alcohol Awareness	9
Smoking Awareness	10
Preventing and Managing Abusive and Aggressive Behaviour	11
Further Information	12

## Further Information

Costings available on application.

All training sessions are delivered to a maximum of 25 delegates.

Our fees cover the cost of consultation, running the course, evaluation, certificating attendance and all supporting material. Travel and accommodation, if appropriate will be added.

The training directory is not an exhaustive list of training available by KCA.

If we have not included the training you require please contact:

**Christina Crotty**  
**ccrotty@kca.org.uk**  
**01474 326168**

To discuss your organisational needs.

## Preventing and Managing Abusive and Aggressive Behaviour

### **AIM**

To understand the definition of abuse and enable the participants to recognise the triggers of abusive/aggressive behaviour, and to actively defuse the situation.

### **OBJECTIVES**

By the end of the session delegates will be familiar with:

- Demonstrating effective communication which shows respect and reduces abusive/aggressive behaviour
- Recognise and know how to appropriately deal with triggers to abusive/aggressive behaviour, protect the individual, self and others and defuse the situation
- Understand the importance of constructively reviewing incidents of abusive/aggressive behaviour by all involved including managing own feelings and behaviour

### **SESSION CONTENTS**

- Introduction and definitions
- Triggers and communication
- Warning signs and communicating effectively
- The assault cycle
- Diffusion techniques

**DURATION: 4 HOURS**

## About KCA

**K**CA is a charity and a company limited by guarantee, established in 1975. The organisation delivers drug and alcohol services from an established network of 25 main service centres in Kent and London. The organisation has grown steadily over the years, and now employs some 280 paid staff and 30 volunteers with a projected annual turnover of approximately £11m in 2007/8.

KCA's aim is to provide high quality, flexible and innovative services to meet identified needs. KCA has a history of providing innovative services tailored to meet local needs.

We pride ourselves in having a 'can do' attitude, and have a strong commitment to service delivery and have extensive experience of developing and delivering new and innovative training sessions for the statutory, voluntary and education sectors.

Our substance misuse trainings are mapped to DANOS criteria as appropriate and will be delivered by our qualified trainers who are accredited tutor assessors for the Open College Network.

KCA has a range of excellent and comprehensive training packages which are offered on an in-house basis. If your training requirements are not met in this brochure, please contact our training team who will be able to develop a bespoke training programme to meet your organisational needs.

## Drug and Alcohol Awareness for Hospitality / Front Line Staff

### **AIM**

To provide a basic knowledge of the most commonly misused drugs, their effects, street names and legal status. To increase the level of awareness of potential hazardous objects and the harm they may cause in the workplace. To gain an understanding of needle stick injuries, and the safe handling and disposal procedures of dangerous objects.

### **OBJECTIVES**

By the end of the session, delegates will be familiar with:

- The most commonly misused drugs, including their street names and legal status.
- The effects of misusing drugs and alcohol.
- Identifying hazards.
- What is a needle stick injury.
- Safer handling and disposal procedures.
- COSHH and Personal Protective Equipment.

### **SESSION CONTENTS**

- Introductions
- Drugs/Alcohol quiz
- Identification of most commonly used drugs.
- Effects of misusing drugs and alcohol.
- Legal status of drugs.
- Identifying hazards.
- What is a needle stick injury.
- Personal Protective Equipment.
- Review key learning.

**DURATION: 3 HOURS**

## Smoking Awareness

### **AIM**

To increase participant's awareness and understanding of the health risks associated with cigarette smoking.

### **OBJECTIVES**

By the end of the session, delegates will be familiar with:

- The physiological and psychological impact of cigarette smoking.
- The constituents of cigarettes, cigarette smoke, and smoking behaviour.
- The reasons why people smoke and how they could develop an action plan to help them quit.

### **SESSION CONTENTS**

- Introductions
- Carbon Monoxide monitoring
- Health damage
- Knowledge and awareness raising
- Plan for quitting

**DURATION: 1.5 HOURS**

## Alcohol Awareness

### **AIM**

To provide participants with a basic understanding of alcohol, its effects, risks and harm associated with misuse and enable participants to reflect on their own attitudes towards alcohol.

### **OBJECTIVES**

By the end of the session, delegates will be familiar with:

- Understanding the impact of alcohol use, its physiological and psychological effect.
- Alcohol strengths, absorption and eradication rates.
- The opportunity to consider the role alcohol plays in various situations and decision make processes.

### **SESSION CONTENTS**

- Introductions
- Alcohol unit identification
- Effects of alcohol misuse
- Effects of alcohol on perception
- Review key learning

**DURATION: 2 HOURS**

## Identifying and Addressing the Problem of Drugs and Alcohol in the Workplace

### **AIM**

To provide a basic knowledge of alcohol and the most commonly misused drugs. To understand the potential scale of the problem in the workplace and be able to identify patterns of behaviour, which could indicate a drug or alcohol problem. To address potential alcohol problems and to manage drug/alcohol related incidents in the workplace.

### **OBJECTIVES**

By the end of the session, delegates will be familiar with:

- The most commonly misused drugs
- The signs and symptoms of possible drug and alcohol misuse
- The importance of monitoring and documenting evidence
- Health and safety legislation
- How to prepare and conduct an interview
- How to deal with critical incidents in the workplace

### **SESSION CONTENTS**

- Introductions
- What drugs look like
- Signs and symptoms
- Approaching the subject
- Monitoring and documenting
- Conducting interviews
- Review key learning

**DURATION: 3.5 HOURS**

## Policy Development and Implementation Training

### **AIM**

To help delegates understand the importance of a drug and alcohol policy, the components of a policy, how it should be applied.

### **OBJECTIVES**

By the end of the session, delegates will be familiar with:

- The benefits of having a drug and alcohol policy
- Identifying the key components of a policy relevant to their organisation
- Preparing a plan of how to develop a policy
- Stating the basic principles of operating a policy

### **SESSION CONTENTS**

- Quiz
- Why have a drug and alcohol policy
- What should be the key components of a policy
- Developing a policy
- Basic principles in operating a policy

**DURATION: 4 HOURS**

## Drug and Alcohol Awareness Workshop

*The 30 minute workshop can be delivered throughout the working day to cover all shift patterns to minimise disruption to productivity.*

### **AIM**

To provide a basic knowledge of alcohol and the most commonly misused drugs. To understand the potential scale of the problem in the workplace. To provide knowledge of health and safety and legal aspect of substance misuse in the workplace.

### **OBJECTIVES**

By the end of the session delegates will be familiar with:

- The most commonly misused drugs
- The signs and symptoms of possible drug and alcohol misuse
- How substance misuse affects the workplace
- Health and Safety legislation
- The legal aspect of illegal drugs in the workplace

### **SESSION CONTENTS**

- Introductions
- What drugs look like
- Signs and symptoms
- Workplace statistics
- Health and Safety, and legal aspect of substance use in the workplace
- Questions and answers

**DURATION: 30 MINUTES**

## Informal Drug and Alcohol Awareness in the Workplace

*The event can be delivered as a workshop.*

### **AIM**

To provide a basic knowledge of the most commonly misused drugs, their effects and street names.

### **OBJECTIVES**

By the end of the session, delegates will be familiar with:

- The most commonly misused drugs including alcohol, solvents and illegal, prescribed and over the counter drugs.
- Literature to disseminate information to family and friends outside of the working environment.
- Broaching the subject of drugs and alcohol.

### **SESSION CONTENTS**

- Information video on substance misuse
- Quiz of myths and facts of alcohol and drugs
- Drugs box for staff to see what drugs actually look like
- Literature being available for staff to read or take away
- Trained staff on hand to answer any questions

**DURATION: Timings to suit organisational needs**

## Drugs Awareness

### **AIM**

To provide a basic knowledge of the most commonly misused drugs, their effects, street names and legal status.

### **OBJECTIVES**

By the end of the session, delegates will be familiar with:

- The most commonly misused drugs, including their street names and legal status.
- The effects of misusing drugs and alcohol
- National treatment agencies and help lines

### **SESSION CONTENTS**

- Introductions
- Drug/alcohol quiz
- Identification of most commonly used drugs
- Effects of misusing drugs and alcohol
- Legal status of drugs
- Treatment agencies and help lines
- Review key learning

**DURATION: 3.5 HOURS**