



# TRAINING OUTLINE

**COURSE TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INSTRUCTOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

*Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.*

## SUMMARY OF TRAINING

### 1) Introduction

- a) Standards
- b) Why Training

### 2) General

- a) Addiction
- b) Drugs
- c) Alcohol

### 3) Prevention

- a) A Drug Free Workplace
- b) Drug & Alcohol Policy
- c) Purpose, Definitions, & Scope
- d) Policy & Rules
- e) Drug Testing
- f) Consequence of Violation
- g) Confidentiality
- h) Resources & Assistance
- i) Employee Agreement

### 4) Signs & Warnings

- a) Signs
- b) Physical
- c) Emotional
- d) Behavioral

### 5) Treatment

- a) Inpatient Therapy
- b) Outpatient Therapy
- c) Individual & Group Therapies
- d) Continuing Care
- e) Relapse
- f) Emotional Relapse
- g) Mental Relapse



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h) Physical Relapse

**6) Recourse**

- a) Employee's Perspective
- b) Supervisor's Perspective

**7) Conclusion**

- a) So, What Now?