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Happy, Healthy and Productive Workplaces

We were originally asked to produce this training package for Norfolk Southern Railroad Corporation. Now it is used by large and small businesses nationwide, include National and Dulles Airports Authority, the West Virginia Department of Transportation, gas and oil industries, the U.S. Army, and many more. Suitable for DOT and non-DOT drug-alcohol education.

## Overview of Contents

- Introductory overview & concepts
- Personal problems vs. drug/Alcohol
- Addictive disease and enabling
- Common supervisor myths
- Rationale for reasonable suspicion trng.
- Major drug categories and types
- Understanding alcoholism
- All about beverage alcohol
- Understanding denial
- Excuses employees use when confronted
- Understanding tolerance and impact
- Cross tolerance & cross addiction
- Loss of control: What it really means
- Understanding denial
- Drug photos, categories, symptoms, etc.
- Performance signs and symptoms
- What to measure with job performance
- Avoiding armchair diagnosis
- Enabling: coworkers, supervisors, others
- Work Performance Curve for Drug Users
- Drugs of Abuse Chart
- Confronting Behavior: Three Ways
- Follow-up with employees

Meet the U.S. Department of  
Transportation's Requirement for the  
Two-hour Drug and Alcohol Training  
Requirement for Supervisors

# Reasonable Suspicion: Helping Managers Fight Workplace Substance Abuse

## Important Features

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"This reasonable suspicion training program for supervisors was easy for me to modify to meet my needs today--exactly what I was looking for. I needed to develop a course quickly, but I didn't want to kill myself doing it. The content was well developed and broad enough that I could adjust the run time by dropping a few slides rather than having to add slides to make it longer. Thanks!"

- Cliff McPherson, Panhandle Energy, Houston, TX

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