



# ADAMS<sup>®</sup> Training

## Alcohol & Drugs Awareness for Managers and Supervisors

ScreenSafe UK encourages and enables managers and supervisors to quickly identify employee drug-abuse in their workforce. ADAMS<sup>®</sup> is a one-day training course aimed at empowering delegates to deal with the subject confidently and effectively, using a proven protocol that protects them and their company from possible legal challenges when testing employees for the presence of drugs in circumstances involving accidents, incidents and where reasonable suspicion arises from individuals' behaviour.

### Goals of Drug-Abuse Training

- 1) Present convincing and factual evidence that drug-abuse does exist in the workplace. (Many managers are either naive or in denial about this subject because they don't know how to deal with it).
- 2) Underline the fact that supervisors and managers have a duty of care to their employer to help prevent drug-abuse in their workplace and to personally support a Drug-Free Workplace companywide.
- 3) Enable easy, quick, and accurate identification of when an employee may be abusing drugs or be under the influence of drugs at work.
- 4) Enable managers to confidently address the issue of drug abuse with an affected employee. (Training gives direction on how to approach an employee and exactly what to say. Delegates will also be able to call for post accident/incident and reasonable suspicion drug tests in a manner that is legally defensible for the company).

ADAMS<sup>®</sup> training is workplace drug-use deterrence education at its very best.

**Why?** Because supervisors and managers learn how to recognise the symptoms of drug-abusing employees... plus they learn how to approach employees in a non-confrontational manner, and learn when to authorise drug screening in a legally defensible manner.

**Training helps to eliminate employee drug-use in the workplace and it protects companies from potential claims of wrongful dismissal.**

One of the most valuable and effective types of drug tests (and yet, usually the least utilised by most companies) is the "REASONABLE SUSPICION" drug test.

**Why one of the most valuable?** Because by the time a supervisor or manager has sufficient reason to suspect drug use by an employee, they are most often right! However, they are also often too late in resolving the situation and it becomes a workplace crisis or left to fester. Educating supervisors and managers in the recognition of substance abuse indicators (physical, mental, behavioural symptoms) and how to follow a legally defensible procedure for carrying out a drug test is the most effective method of preventing a drug-related crisis within their workforce!

**Why is it the least utilised?** Because approaching an employee and expressing a suspicion of drug-abuse is uncomfortable for most managers. In fact, it is so uncomfortable for some managers, that they become "enablers" i.e. they look the other way, time and time again, with the result that the employee continues to abuse drugs and continues to go unchallenged. Unless managers are properly trained and thoroughly prepared, then almost certainly they will be unsure of what to do, how to do it, and which words to use even if they did.

Contact us on:  
**08450 505591**  
for course dates  
in 2008

### Instruction and Assessment Methods

Classroom-based tuition includes a comprehensive PowerPoint presentation of four core modules, supported by a full range of placebo drugs and associated paraphernalia. ScreenSafe UK drug-abuse awareness training incorporates the provision of an Action Pack used in the separate steps taken by managers that properly documents their grounds for reasonable suspicion in a (very important) method that is legally defensible.

ScreenSafe UK has designed the ADAMS<sup>®</sup> training program to convince even the most reluctant manager (those that refuse to believe in drug screening or who do not consider it their problem) of the serious need to arrest the increasing trend for drug-use in the workplace. Our training program highlights to managers their personal responsibility to be diligently active in the management processes of their employer.

Candidates learn of substance abuse physical factors and other indicators that will help them in identifying drug-abusing employees at the early stage BEFORE a workplace crisis occurs.

For friendly, professional and  
confidential advice, please contact

**Screen SafeUK**

Testing Standards in the Workplace

Tel: 08450 505590  
Email: [enquiries@screensafeuk.co.uk](mailto:enquiries@screensafeuk.co.uk)



REGISTRATION NUMBER 181112

[www.screensafeuk.co.uk](http://www.screensafeuk.co.uk)



ScreenSafeUK

## Workplace drug-abuse deterrence education at its very best!

All training, studying, assessments, assignments, and assessment scoring is handled on a one-to-one basis while post-delivery is individualised through personal e-mail (or company e-mail) for maximum learning effectiveness and their own convenience. (In the absence of e-mail availability, manuals are used).

Assessments are graded by ScreenSafe UK and returned via email, while follow-up phone calls are made to candidates in discussing each assessment question and to add new insight to answers. Finally, on completion, ScreenSafe UK provides a Certificate of Competence to all newly trained candidates, which may be endorsed for individuals alone or as corporate delegates.

### Action Packs

The Action Pack we have created for this program clearly and easily leads the candidate step-by-step through the exact intervention (action) steps necessary with a suspected drug abusing employee. Action Packs clearly define how to prepare, what to say, what to document, and the appropriate action to take. Each Action Pack also reinforces the knowledge that candidates gain throughout the course and helps give them the confidence necessary to be comfortable with an otherwise uncomfortable situation. Each Action Pack includes:

- 1) Preparation sheets that guide managers on how to prepare for meeting with the employee.
- 2) Set words and phrases to use, questions to ask, space for documenting responses, and instructions on how to arrange the completion of a drug test.
- 3) Forms to use in authorising specimen collection either via independent support or through internal provision, and how to route confirmed test results through to relevant departments within their organisation.

### Outcomes of Training

Expertly trained and certified supervisors and managers become both enabled and empowered. They possess the skills and knowledge necessary to take responsible action with the confidence needed to help protect themselves, their company and fellow employees from the dangers that drug-abusing employees create.

Companies that have initiated Drug-Abuse Awareness Training programs have shown positive confirmation results for one or more drugs, for up to 86.4% of instances of reasonable suspicion drug tests.

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### Satisfaction Assured:

*"Many thanks for an enjoyable course, both in content and in the relaxed and interesting manner in which it was given. I feel a lot more confident not only in the recognition of the various drugs out there but also the effects they have on the body. The role play at the end of the ADAMS® course was very interesting."*

Richard Hull - Health & Safety Manager  
Elliott Group

*"I found the ADAMS® course very interesting and full of useful information. I have been on three other courses of this nature and did not find them as informative or as useful practically. I enjoyed the detail of drug and alcohol reaction on the body - even though I am a qualified nurse, and have a good knowledge of the human body and its reactions to toxins. The practical session was a great learning curve; placing you in an actual situation is one of the best ways to learn. Overall I found the course expanded my knowledge and experience of dealing with individuals who may have a problem relating to drugs/ alcohol."*

Sylvia Fitzpatrick - OHC Manager  
Alfred McAlpine

### Booking Form

Business Name		
Address		
Town/City		PostCode
Tel No		Fax No
Title	First Name	Surname
Title	First Name	Surname
Title	First Name	Surname
Preferred Date <small>1st Choice</small>		Signed
Preferred Date <small>2nd Choice</small>		Date

#### Main Business Activity

#### E-mail

	NET	VAT	TOTAL
1 Delegate	£180.00	£31.50	£211.50
2 Delegates	£350.00	£61.25	£411.25
3 Delegates	£495.00	£86.83	£581.63

For five or more delegates, please call for special discount details.

Please find a cheque enclosed for the total amount shown (Payable to ScreenSafe UK Limited)

I would like to receive an invoice

No. of Delegates	NET	VAT	TOTAL
	£	£	£

#### Terms & Conditions

All bookings must be paid in advance of the course delivery date. Bookings are only provisional until payment has been received. Joining Instructions shall be issued to delegates on receipt of payment. Cancellations will only be accepted up to 5 days prior to the date of the event. Cancellations less than 5 days prior to the event will incur a cancellation charge of £90 per delegate. ScreenSafe UK reserves the right to refuse admission.