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Training for Supervisors and Managers

Workshop Outcomes

The purpose of this workshop is to:

- Develop an understanding of employer and employee rights and responsibilities in terms of maintaining an environment free from drugs and alcohol;
- Ensure supervisors and managers have the skills and ability to identify and manage employees using drug and alcohol in their workplace.

Audience

Supervisors, managers and team leaders who are responsible for managing staff.

Content

- Effects of alcohol and drugs in the workplace;
- CentrePort policy and procedures;
- Supervisor roles and responsibilities;
- Principles of natural justice and procedural fairness;
- Recognising symptoms of alcohol and drug abuse on the workplace:
 - Physical;
 - Behavioural;
 - Speech;
 - Performance;
 - Odour.
- Procedures for reasonable cause testing;
- Supporting an employee through a rehabilitation programme;
- Case studies.

Process

This workshop will be designed to fit with your policies, procedures, and support structures. Participants will also be provided with case studies and collectively manage a person through to resolution. Coaching and feedback is provided throughout. Participants gain a very real appreciation of the complexities involved, as well as insight into the impacts of their own behaviour.

Duration:

2 days plus pre-work

Venue:

One large training room