

GENERAL OFFERINGS

RECOGNIZING SUBSTANCE ABUSE AT THE WORKPLACE

This interactive workshop will help supervisors learn and be aware of the seriousness of the City's Drug/Alcohol Policy and understand their role in implementing the policy.

- Objectives:** At the end of the workshop, program participants will be able to:
- Recognize signs of substance abuse as job performance issues
 - Identify employee appearances and behaviors that trigger "reasonable cause" drug testing or performance problem discussions
 - Constructively address substance abuse problems with employees
 - Be familiar with the City's drug and alcohol policy statement, roles/responsibilities and procedures

Instructor(s): TBD
Andrea Brown, Personnel
Jacqueline Phillips, Manager of Training and Development

Audience: Any interested City employees; required for newly hired employees

Location: Department of Public Works
147 Hampshire Street, Cambridge
1st Floor Conference Room

To Register: Personnel Department 349-4332 or tahmed@cambridgema.gov

Registration deadline is: *One week before training date*