



Oklahoma Municipal Utility Service Authority

In conjunction with
Local Government Testing Consortium (LGTC)
& St. Anthony North Toxicology

present

Crucial Training: Recognizing Substance and Alcohol Abuse at the Worksite

Strategies for successfully dealing with
on-the-job drug & alcohol abuse.

With employee safety a number one priority, this session helps equip Designated Employee Representatives (DERs), Safety Directors, Human Resource Directors and Supervisors to identify worksite drug & alcohol abuse, accurately and impartially document observations, and successfully intervene to guide the employee through the drug/alcohol testing process. **If you have employees, you need this information.**

Class includes visual aids, real-world scenarios, scripted approaches, and group interaction designed to encourage and prepare supervisors to deal with reasonable suspicion.

Date: Wednesday, January 23, 2019
Location: City of Weatherford City Hall
522 W Rainey
Weatherford, OK 73096

Registration deadline is **Monday, January 21, 2019** – Seating is limited so [register online](#) today!

Crucial Training: Recognizing Substance and Alcohol Abuse at the Worksite

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PROGRAM SEGMENTS

- I. The Supervisor's Role**
 - a. Overview of the process
 - b. DOT's expectations
 - c. Terminology

- II. Signs and Symptoms**
 - a. Discovery and notification
 - b. Physical manifestations
 - c. Behaviors & attitudes
 - d. Appearance & grooming

- III. Observations and Documentation**
 - a. "How many supervisors does it take to recognize substance abuse?"
 - b. Ready-made incident report forms vs. a written memo for the record (MFR)
 - c. Beneficial practices and word usage

- IV. Interaction and Interview**
 - a. The approach, tone and wording
 - b. Setting
 - c. Terminology
 - d. Successful scripting

- V. Practice Scenarios**
 - a. Cooperative employees
 - b. Emotional / sad employees
 - c. Denial
 - d. Disagreeable employees
 - e. Uncooperative employees, and determining when conduct becomes unacceptable

- VI. Questions and Discussion**

COST

\$35.00 per person

Fee includes -

Materials

Certificate of Completion

LOCATION

City of Weatherford (City Hall), 522 W Rainey, Weatherford, OK 73096

Registration starts at 8:15 am & 12:45 pm

Program Options: Morning Session 8:30 – 11:30 am **or**

Afternoon session 1:00 – 4:00 pm

FOR MORE INFORMATION

Contact Deborah, (405) 528-7564 x 1; (800) 636-6376 x 1, deborah@meso.org

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Wednesday, January 23, 2019, 8:30 - 11:30 am or 1 – 4 pm

[Click Here to Register Online](#)

Registration Form

(Duplicate as necessary)

Please register the following:

Name of Organization: _____

Name: _____ Title: _____

Email: _____

Name: _____ Title: _____

Email: _____

I will attend the _____ Morning (am) Session or _____ Afternoon (pm) Session (please mark one).

Send Billing To: Name: _____

Title: _____

Mailing Address: _____

City/State/Zip+4: _____

Phone: _____ Fax: _____ E-mail: _____

Course Location: City of Weatherford City Hall
522 W Rainey
Weatherford, OK 73096

Fax Registration to: (405) 524-5095

Mail Registration and Payment to: OMUSA/LGTC
308 N. E. 27th Street
Oklahoma City, OK 73105-2717

To register online, [click here](#) or visit www.meso.org

LOCAL GOVERNMENT TESTING CONSORTIUM

LGTC



Constantly working
to meet all of your safety & training needs.

Visit us at

www.lgtcok.com

REFUND/CANCELLATION POLICY

Registrants who cancel five (5) working days prior to the date of the workshop (or event) are entitled to a full refund. A fifty percent (50%) refund is available to registrants cancelling at least two (2) working days prior to the workshop or event. There is no refund for cancellations made the day before or the day of the workshop (or event) or for no-shows. To notify of cancellation, please contact MESO by phone at 800-636-6376; fax at 405-524-5095; or, email at deborah@meso.org. MESO recognizes circumstances outside of the registrants control may impact attendance at a workshop (or event). If a registrant has a unique situation, please contact MESO, and we will consider exceptions to the policy on a case-by-case basis.