

## ALCOHOL AND DRUG ABUSE TRAINING

<b>DATE</b>	<b>:25<sup>TH</sup> TO 29<sup>TH</sup> MARCH 2024</b>
<b>VENUE</b>	<b>: WESTON HOTEL, NAIROBI</b>
<b>COST</b>	<b>: KSHS 92,500 EXCLUDING VAT PER PERSON</b>
<b>NITA</b>	<b>: NITA/TRN/916</b>
<b>IHRM</b>	<b>: C00380</b>

### INTRODUCTION

Drug and alcohol misuse is everyone's concern. It not only damages health and affects work performance, but also results in higher rates of absenteeism, accidents, illness and mortality, with all their related costs. Our training course increases awareness of the effects and consequences of drugs and alcohol abuse in the workplace. Alcohol and Drug Addiction (ADA) is the use of a substance for something other than its intended medical or social purpose, which results from a practice known as substance abuse. Alcohol and Drug Abuse (ADA) is very common in Kenya today and can have serious consequences to individuals, families, institutions and organizations. In the 15-24-year age range, 50% of deaths from accidents, homicides, and suicides involve alcohol or drug abuse. A study by NACADA reveals that 8% of 10-14-year old's have consumed alcohol at least once in their lifetime, about 13% of them have tried have used other drugs and substances like cigarettes.

For maximum benefit of human resources organizations have come up with various ways to deal with ADA. These have traditionally focused on the identification and rehabilitation of workers with severe alcohol and, more recently, drug abuse problems. However, as understanding of the sheer scope, nature and costs of the problem has deepened, more progressive enterprises, organizations and countries have placed a much greater emphasis on the development of broad consensual partnerships at the workplace and beyond designed to achieve a real improvement in the situation. For this reason, capacity building for those bequeathed with this responsibility is paramount for personal as well as organizational wellbeing.

### COURSE OVERVIEW AND OBJECTIVES

The overall objective of the Alcohol and Drug Abuse (ADA) training is to reduce the health, social and economic problems associated with substance use in our workplaces by creating awareness, building prevention capacity on the most effective evidence-based preventive interventions and strategies to create an organization culture free of alcohol and substance abuse. The course objectives and outline will cover:

- Understand the fundamentals of ADA and key definitions and identification of commonly abused substances.
- Enlightenment of the participants on modern trends and practices of dealing with in ADA in the workplace.
- Identify issues created by drug and alcohol use in the workplace.
- Identify situations or conditions that expose staff to risks of alcohol and substance abuse.
- Recognize signs and symptoms of workplace behavior related to drug and alcohol use.
- Understand the steps in addiction to alcohol and drugs.
- Keenly look at policies related to ADA at the workplace.

- Identify behavioral and cognitive issues at the workplace for those affected.
- Explore employee assistance programs in relation to ADA.
- Identify the roles and responsibilities of various stakeholders in ADA at the workplace.
- Establish ADA preventative measures at the workplace.
- Establish the power of emotional intelligence and work-life balance and its importance to employee's welfare.

## BENEFITS TO PARTICIPANTS

The benefits derived from this training are immediate. This training is an investment in the future of your organization and your employees of which the return on investment is immediate. Building skills and improving knowledge helps your staff to gain skills and ensure a high degree of competency and confidence in matters of Alcohol and Drug Abuse and its prevention in the workplace. There is an ancient Chinese proverb that says: ***“Give a man a fish and you feed him for a day. Teach a man to catch fish and you feed him for a lifetime.”***

Participants will learn other skills that will safeguard their health, welfare and safety including:

- Identifying addiction-related behaviors and help affected staff find their motivation to change using evidence-based practices.
- Emerging with a comprehensive set of skills to help affected staff identify and change beliefs and behaviors connected to addiction.
- Counseling staff and their families and participate in treatment planning.
- Understanding what substance abuse is, the warning signs of addiction and how such addictions affect the mind and body, health and wellness of staff at workplace;
- Helping themselves and others on alcohol and drug abuse.
- Design and implement policies on alcohol and drug abuse.
- Increased awareness of the effects of drugs and alcohol in the workplace.
- Being able to provide a simple, flexible and interactive training experience for employees; and
- Taking action and approaching staff for assistance with a drug or alcohol problem.

## BENEFITS TO YOUR ORGANIZATION

The company will in addition enjoy the following unique benefits which largely contribute to the financial bottom line:

- Effective Alcohol and Drug Abuse Committee that will provide awareness, identification and support to staff affected by ADA.
- A highly motivated and effective team
- A culture free of Alcohol and Drug Abuse in the workplace
- Lower healthcare cost for the organization due to decreased cases of ADA
- Better understanding and adoption of the workplace policy of ADA in the workplaces
- This will lead to decreased absenteeism and tardiness.
- The organization will benefit from reduced use of sick time.
- Organizations will reap from improved job performance.

## PRE-REQUISITES

Intense desire to learn practical, pragmatic techniques and best practices required prevent and create awareness on Alcohol and Drug Abuse in the workplace.

## WHO SHOULD ATTEND?

This training program is recommended to all staff in an organization. It is relevant to staff of all cadres including but not limited to:

- C-Suite Executives & General Managers
- Heads of Departments & Senior Managers
- Committee Members of Alcohol and Drug Abuse Committee
- Staff who deal with Employee Guiding and Counselling
- Peer Counsellors & Branch managers
- Sales and Marketing staff
- PR and Communication staff
- PR Supervisors and Managers
- Human Resource Staff
- Accounts and Finance Staff
- Front Office Staff
- Personal Assistants & Administration
- ICT Staff & Secretaries
- Drivers and Transport Staff
- Procurement Staff & Operations Staff
- Technical Staff & Legal Personnel
- Peer Counsellors & Technical Staff

## OUR METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach in this area. Our methodology has several features that will ensure your staff experience a robust and relevant program; one that strengthens team dynamics and the organization deliver improved results. Some of the highlights of our unique approach are:

### ◆ **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

### ◆ **Practical and Relevant Content**

In assessing and designing customer service and communications skills course, we remembered Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

### ◆ **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ Management should emphasize teamwork, rather than rely on heroic individualism.
- ✓ Effective staff are reflective in the context of taking action.
- ✓ Management development works best as social learning in small groups.

### ◆ **Research-supported Methods**

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

◆ **Uncommon Focus**

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, Inspired Kenya’s office skills program will:

- ✓ Help you build strong internal communities.
- ✓ Help staff learn more rapidly.
- ✓ Build in lasting change through reflection.
- ✓ Create working teams that are more cohesive, resilient, and productive.

In this we have combined the following training approaches:

- i. Presentations through lecturing, group exercises, demonstrations and group discussions including presentations to enable interactions between the facilitators and the participants and among participants.
- ii. Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- iii. Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies.
- iv. Role play, games and hands-on exercises
- v. Held plenary sessions to identify way forward.

DGMB has deployed modern training aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We used the following teaching aids to be very effective in capturing the imagination of the trainees:

- ✓ Overhead Transparencies (Colored power point slides), Demonstrations and emailed training materials to each participant.

**COURSE DURATION**

The course duration is **five (5) days** that will run as per our training programme below. The length of the training is adequate to cover the entire course as shown in the timetable and course programme below.

DAY ONE	
8:00 am – 9:00 am	Arrival, Registration and Climate Setting
9:00 am – 11:00 am	Introduction to ADA-What we really know
<b>11:00 am – 11:30 am</b>	<b>Mid-morning break and refreshments</b>
11:30 am – 1:00 pm	Behavior and cognitive aspects of ADA- <i>How to identify it at the workplace</i>
<b>1:00 pm – 2:00 pm</b>	<b>Lunch break</b>
2:00 pm – 4:00 pm	Early Intervention - <i>Preventative measures, how to intervene</i>
<b>4:00 pm – 4:15 pm</b>	<b>Coffee/tea wrap up &amp; end of day one</b>
DAY TWO	

8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10.30 am	Concepts and Process of Addiction
<b>10:30 am – 11:00 am</b>	<b>Mid-morning break and refreshments</b>
11:00 am – 1:00 pm	The place of peer counseling in ADA at the workplace
<b>1:00 pm – 2:00 pm</b>	<b>Lunch Break</b>
2:00 pm – 4:00 pm	Role of stakeholders in ADA – What are our Responsibilities?
<b>4:00 pm – 4:15 pm</b>	<b>Coffee/tea wrap up &amp; end of day two</b>
<b>DAY THREE</b>	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10.30 am	Policies on ADA at the workplace
<b>10:30 am – 11:00 am</b>	<b>Mid-morning break and refreshments</b>
11:00 am – 1:00 pm	Barriers to Effective ADA interventions at the workplace
<b>1:00 pm – 2:00 pm</b>	<b>Lunch Break</b>
2:00 pm – 4:00 pm	Practical on dealing with ADA at the Workplace
<b>4:00 pm – 4:15 pm</b>	<b>Coffee/tea wrap up &amp; end of day three</b>
<b>DAY FOUR</b>	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10.30 am	Mainstreaming ADA prevention into workplace health promotion
<b>10:30 am – 11:00 am</b>	<b>Mid-morning break and refreshments</b>
11:00 am – 1:00 pm	Employee Assistance programs and interventions
<b>1:00 pm – 2:00 pm</b>	<b>Lunch break</b>
2:00 pm – 4:00 pm	Rehabilitation and inclusion for those affected at the workplace
<b>4:00 pm – 4:15 pm</b>	<b>Coffee/tea wrap up &amp; end of day four</b>
<b>DAY FIVE</b>	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10.30 am	Challenges of ADA mainstreaming at the workplace
<b>10:30 am – 11:00 am</b>	<b>Mid-morning break and refreshments</b>
11:00 am – 1:00 pm	The Power of Emotional Intelligence in ADA
<b>1:00 pm – 2:00 pm</b>	<b>Wrap up, Lunch and participants leave at their Pleasure</b>

### CERTIFICATE OF PARTICIPATION

After attending this course, participants will be awarded digital certificates.

### YOUR COST OR INVESTMENT

We shall offer this training at a professional fee of **Kshs 92,500 per person excluding VAT**, for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants.

### TRANSPORT AND ACCOMMODATION

Participants are responsible for their transport and accommodation for the entire duration of the seminar.

## ADMINISTRATION DETAILS

Dates: 25<sup>th</sup> to 29<sup>th</sup> March 2024

Time: 8:00 a.m. – 5:00 p.m.

Venue: Weston Hotel, Nairobi

Attire: Smart Casual

For enquiries or registration call [David](#) on (+254) 722 352 680 or [Rebecca](#) on: (+254) 787 352 680 or Alternatively Email: [dgmbfinance@gmail.com](mailto:dgmbfinance@gmail.com).

## QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

## TERMS AND CONDITIONS

**Disclaimer:** All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us to cater for your course materials and catering requirements.

**Notice of withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the programme's commencement date. However, no substitution of participant(s) is allowable after the commencement of the training.

## HOW TO PAY

1. Issue a Cheque in the name of "DGMB Training Solutions Ltd" or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.