



Drug Free Workplace

Hands-on Drug & Alcohol Policy Writing

Workshop Objective:
Develop/enhance a customized drug & alcohol policy that is ready for legal review

Participants Will:

- Receive guidance through the Department of Labor's template
- Receive legal advice/direction in using this template
- Be able to interact with other businesses in creating a policy

Pre-Work: <http://www.dol.gov/elaws/asp/drugfree/drugs/screen16b.asp>

Answer the questions to the best of your knowledge—the answers to these questions will be reviewed at the workshop to help you decide what is best for your company.

Facilitator: Paula Barran—Barran & Liebman Attorneys ~ Paula is a founding member at Barran & Liebman Attorneys, has practiced labor and employment law since 1980 and is co-author of the Department of Labor's Drug-free Workplace policy template.

Tuesday, October 23, 2007

8:00 am—12:00 pm

Managing Behavior Problems in the Workplace

What Every Supervisor Should Know

Speaker ~ Jerry Gjesvold, BS
Manager of Employer Services, Serenity Lane

The purpose of this program is to help you feel more confident about taking action in situations involving employee behavior and conduct.

In today's work environment, supervisors must not only promote safety and productivity, but also deal with challenging situations such as employee drug or alcohol abuse, high-risk behavior, and other serious concerns.

By the end of this session, you will know the simple, straightforward steps you can take to handle a difficult situation on the job and prevent it from becoming a crisis. The goal is not that you solve employee problems, but that you take the steps to respond appropriately.

Tuesday, November 6, 2007

8:00 am—12:00 pm

St. Charles Medical Center—Health & Learning Center
2500 NE Neff Road

Space is limited, please sign up today

- Sign me up for the 10/23 Policy Writing Class ~ \$25/person (\$45 non-members) RSVP by Mon Oct 22
- Sign me up for the 11/06 Supervisor Workshop ~ \$25/person (\$45 non-members) RSVP by Mon Nov 5
- Sign me up for both workshops ~ \$40 (save \$10 by signing up for both) RSVP by Mon Oct 22

Phone: 382-3221 • Fax: 385-9929 • Email: lindi@bendchamber.org • Register On-line: www.bendchamber.org

Name(s) & Workshop attending _____

Business _____ E-Mail address _____

My check is enclosed Please charge my credit card which is on file Phone _____

Please charge my credit card # _____ Exp. Date _____

Advance payment guarantees RSVP, no payments at door - No Refunds less than 7 days in advance

