

Drug & Alcohol Training for Drug-Free Workplaces



Now available – convenient, high quality, cost-effective drug-free workplace training for your employees and supervisors.

Drug-Free Business Solutions (DFB) now offers a comprehensive curriculum of professionally designed drug and alcohol courses for employees, supervisors and DOT-mandated supervisors. And you select the training formats that work best for your company: online, CD-ROM, classroom, workbooks and newsletters. All at a very attractive price!

Credible

Course content is accurate, unbiased and based on current scientific research. Your employees get up-to-date information that can impact your workplace, and their lives.

Flexible

Courses in all formats offer the same content. Which means you can select different options for different groups: say, workbooks for the field, online courses for the home office.

Compliant

Your company meets state and federal compliance requirements with our courses. Select a one-year or multi-year package

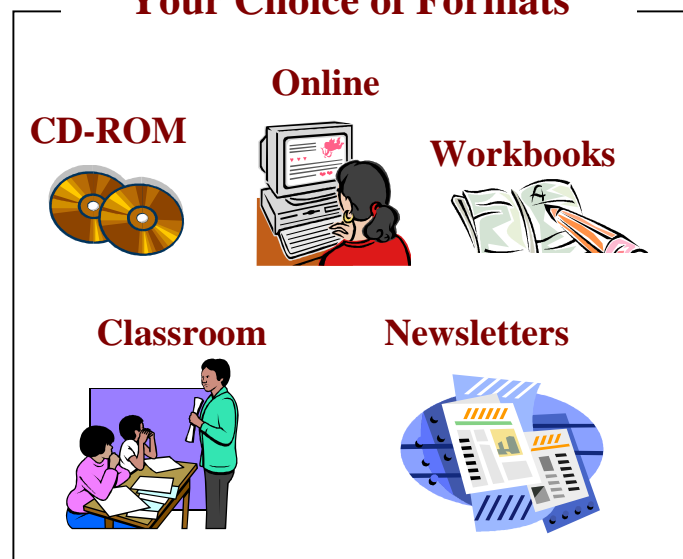
Engaging & Simple

Users feel comfortable with the courses' clean look and intuitive design. And there's no passive viewing here! The courses are so interactive and engaging, some people even say they're fun!

Cost-Effective

Fair pricing means value for you. And take advantage of volume and multi-year discounts!

Your Choice of Formats



Courses in all formats offer the same content, engaging design and extensive interactivity.

**Call 770-650-6620
for FREE Previews and
Current Pricing**

**Visit us online at
www.drugfreebiz.com**

Drug & Alcohol Training: Online and CD-ROM



eLearning is not just the future. It can work for you now!

eLearning – online and CD-ROM training – can save your company time and money right now. No pulling employees off the job for classes or traveling offsite. Instead, employees take courses when they have time at the office, at home or on the road. Drug-Free Business Solutions' eLearning courses can be perfect for some or all of your training needs.

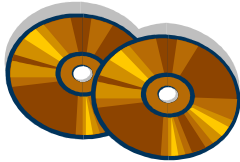


Interactive

Employees don't just **view** – they **do**! Through multiple selections, hot spots, drag-and-drops, scenarios, and Q&A's, with meaningful feedback for all responses. The courses are built with Macromedia Flash, which excels at visually appealing animations and interactions.

Clean, Intuitive Interface

The courses have a clean look and intuitive navigation, so they're easy to use, even for computer novices. A brief tutorial, viewable at any time, demonstrates the training and interactions.



Easy Access

Employees can view online courses over even low bandwidth dial-up connections. Flash's vector graphics minimize file sizes for reliable access.

Efficient Design

Each course is targeted at 20 minutes and has a linear flow. So employees move straight through with no wasted time.

Online Delivery and Tracking

The courses can be delivered through any SCORM-compliant learning management system. We can host the courses for you, or load them on your corporate intranet.



The online and CD-ROM courses have a clean look, intuitive navigation and lots of interactivity.

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Drug & Alcohol Training: Instructor-Led Courses



Is classroom training right for some or all employees? Then here is your answer!



Just use the instructor-led versions of our drug and alcohol courses. A trainer can deliver the courses with a computer and projector. The course text is shortened for presentation, while the courses retain the same Flash-based interactions as our online and CD-ROM versions. Plus our easy-to-use *Instructor's Guides* help trainers lead classes confidently and professionally.

ILT is Right for Many Companies

Instructor-led training, or ILT, is still the right choice in many situations, especially for smaller companies where it's easy to gather employees. ILT can be interactive and engaging when a skilled instructor presents the right material to groups that are small enough for lively discussion.


Why Drug-Free Business Solutions?

DFB's courses allow trainers to present current, accurate, and easy to follow drug and alcohol information. The content is the same as our online, CD-ROM and workbook courses. And our *Instructor's Guides* make it easy for any trainer to master the material.


501 Supervisor Roles and Responsibilities Section: The Supervisor's Role in a DFWP

Screen Title: Workplace Substance Use Screen: 5 OF 28

Screen Objective: User can state how substance abuse costs companies money.

 **Instructional Review:**

Slider



The screenshot shows a software interface with a title bar "Supervisor Roles and Responsibilities" and a subtitle "The Supervisor's Role in a DFWP". Below the title bar is a list of points: "Workplace Substance Use", "Workplace about competition, performance", "Substance use gets in the way", "Drug users less productive", and "Cost companies money". To the right of the list is a progress bar with 10 segments, the first five of which are filled with green. Below the progress bar is a row of 10 small icons, each representing a segment of the progress bar.

Say


- + Workplace about competition, performance
- + Substance use gets in the way

The modern workplace is about competition and performance. Workplace substance use gets in the way.

- + Drug users less productive
- + Cost companies money

Drug and alcohol using employees are less productive. They are absent more, change jobs more often, and accomplish less. In short — they cost companies a lot of money.

Ask: How much money (in billions of dollars) do you think substance use costs U.S. businesses each year?



- + 115.1 billion of 11mm more
- + \$100 B each year

The U.S. Chamber of Commerce estimates that substance use costs U.S. businesses about \$100 billion each year.

Trainers use the *Instructor's Guides* to deliver courses confidently and professionally.

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Drug & Alcohol Training: Workbooks



Not ready for online training, but ready for a change from the classroom? Then try our drug and alcohol training workbooks.

Workbooks, Not Manuals

They're workbooks, not manuals! Employees and supervisors don't just read them. They work through the same types of engaging interactions included in our online, CD-ROM and classroom courses.

Same High-Quality Content

The workbooks offer the same comprehensive content as our other courses. So you can mix and match



formats if you want, and be confident that all of your workers will get the same, science-based information about drugs and alcohol.

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The Appeal Process

How much do you know about the appeal process? Circle the letter next to supervisor you think is correct.

A "The driver provides another urine specimen for testing by the same lab."

B "The driver gets another test done and then gives the results to the company."

C A different lab tests the original specimen again.

In case a driver appeals a test result, part of the original urine sample -- called the "split specimen" or the "D bottle" -- is kept in a separate container by the first lab. If a driver appeals, the MRC and DER will help the driver select a second certified laboratory to test the split specimen.

* An appeal doesn't allow a driver to provide another specimen. And testing following an appeal follows the same process as the original test; blood and/or breath is tested and not a hair sample. In this case supervisor C is correct.

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Drug & Alcohol Training: Newsletters



Our employee and supervisor newsletters can supplement your drug-free workplace training, or be your primary training method.

The **DFWP Educator** and the **DFWP Trainer** – our professionally designed, fact-filled and entertaining newsletters – are based on the same up-to-date research as our full classroom courses. Colorful, eye-catching graphics reinforce the text. Distribute them by email or hardcopy. Either way, your employees and supervisors will get the message about drugs and alcohol at work.



Employee Newsletters

The monthly DFWP Educator highlights interesting and useful topics from our employee courses. They explode myths, and provide facts to help workers make smart decision at work and at home. You get professional, engaging instruction in a format familiar to employees.



Supervisor Newsletters

Our monthly DFWP Trainer for supervisors provides focused information in an attractive format. They're an economical way to deliver or reinforce the fundamentals of drug-free workplace programs, reasonable suspicion testing, drug recognition, and steps for drug and alcohol testing.



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Drug and Alcohol Training Course Catalogues



Employee Education Courses

- DF1 DFWP Programs and Policies
- DF2 Drug and Alcohol Testing
- AE1 Alcohol Myths and Misinformation
- AE2 Alcohol Facts for Making Decisions
- DE1 Common Drugs of Abuse
- DE2 Drug Control in the U.S.
- DE3 Marijuana: An Overview
- DE4 Cocaine: An Overview
- DE5 Amphetamines: An Overview
- DE6 Opiates: An Overview
- DE7 PCP: An Overview
- DE8 Marijuana: What It Is, What It Does
- DE9 Marijuana: Long-Term Risks

Supervisor Training Courses

- SV1 Supervisor Roles & Responsibilities
- SV2 Essential DFWP Knowledge
- SV3 Resolving Work Performance Problems
- SV4 Determining Reasonable Suspicion
- SV5 Signs of Current Substance Use
- SV6 Reasonable Suspicion Testing
- SV7 Applicant and Employee Testing
- SV8 Delaying and Enabling
- SV9 Constructive Confrontation

DOT-Mandated Supervisor Training Courses

- TS1 DOT Supervisor Roles & Responsibilities
- TS2 DOT DFWP Programs and Policies
- TS3 DOT Applicant and Employee Testing
- TS4 Alcohol Awareness
- TS5 Drug Awareness
- TS6 Reasonable Suspicion

Your Choice of Formats

CD-ROM



Online



Workbooks



Classroom



Newsletters



All courses are available in multiple formats with the same content, engaging design and interactivity.

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