

WORKPLACE SUPPORT SERVICES

Every employer wants to maximize productivity, and take care of their most expensive and critical resource—the people who work for them. The Peer Assistance Services' Workplace Prevention Services (WPS) program provides guidance in developing and implementing drug-free workplace programs that benefit both the business and the employee.

Clear employee policies are imperative to protect the employer, the employees and the customer. WPS provides small Colorado-based workplaces with credible, evidence-based information, resources and tools for creating and maintaining drug-free workplace policies and addressing workplace performance issues. No-cost, comprehensive consulting in drug-free workplace development and Employee Assistance Program (EAP) services supports wellness in the workplace and can improve productivity and contain costs.

The expert consultation, technical assistance and training for the development of a high-quality, integrated drug-free workplace program include

- Policy development
- Supervisor training
- Resiliency training for employees
- Drug testing
- Employee assistance

WE BELIEVE.

WE PROTECT.

WE UNDERSTAND.

WE TRUST.

WE ARE HERE.

303.369.0039

www.PeerAssistanceServices.org/workplace



Peer Assistance Services

WORKPLACE PREVENTION SERVICES ORGANIZATIONAL SUPPORT SERVICES



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Peer Assistance Services

START BELIEVING.

POLICY DEVELOPMENT

The Peer Assistance Services' Workplace Prevention Services program offers expert consultation and technical assistance in the development and implementation of workplace policies includes

- Individualized drug-free workplace policy development and implementation include addressing use of prescription drugs, medical marijuana, drug testing, employee assistance services and supervisor training to implement established policies
- Other policy development includes addressing issues such as documentation protocols, suicide prevention in the workplace, searches and violence in the workplace

SUPERVISOR TRAINING

To increase supervisors' confidence in their ability to handle work performance problems impacting productivity, the WPS program offers training on the organization's drug-free workplace policy. The training includes

- Identification of performance problems
- Education on the impact of substance use in the workplace
- Identification of signs of substance use on the job
- Effective prevention and early intervention strategies based on organization's stated policy
- Documentation
- Performance improvement plans
- Accessing employee assistance

RESILIENCY TRAINING FOR EMPLOYEES

Employees who are better equipped to manage their work, health and relationships effectively will contribute more to workplace productivity and business profitability. WPS offers personal skill-building and supplemental training such as

- Stress management and relaxation skills
- Time management
- Emotional intelligence
- Coping with change
- Smoking cessation
- Suicide in the workplace prevention
- Effective communication
- Resolving conflict
- Relationship enhancement
- Boundaries
- Anger management
- Making positive changes and creating healthy habits
- Nutrition and mental health
- Combating compassion fatigue
- Dealing with difficult people
- Optimism
- Substance use and mental health
- Grief and loss
- Customer service
- Parenting

DRUG TESTING

Confusion may exist about whether an organization should be testing employees pre- or post-offer, post-accident or for suspicion of substance use. WPS provides technical assistance to inform testing policy and implementation, including determining protocols for when and how to test and identifying the appropriate testing company.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

A comprehensive EAP can address a company's performance concerns and benefit employees by providing resources and support. Effectively implemented EAP services are proven to reap a five-to-one return on investment with reduced absenteeism, decreased medical and disability claims, fewer disciplinary problems and enhanced productivity. Workplace Prevention Services offer

- Training to increase awareness and effectiveness of each aspect of the comprehensive EAP
- Consulting services such as assessment of the current EAP program and recommendations to enhance its effectiveness
- Implementation of a comprehensive and no-cost program

For more information on the program or your company's eligibility, contact WPS at 303.369.0039.

PEER ASSISTANCE SERVICES, INC.

Founded to address the problem of substance use in the workplace and community, Peer Assistance Services, Inc. programs include Workplace Prevention Services; peer health assistance programs; a case management program for parolees; a screening, brief intervention and referral to treatment program; and a prescription drug abuse prevention program.

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