

# S.A.F.E. Programme

## Overview of Sessions

Advert: <https://www.youtube.com/watch?v=gaO7o7eWyJg&t=36s>

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### Skills for the Parent Employee/ Work-life Balance

- How to achieve a healthy work-life balance
- Effective communication and time management skills
- The importance of quality time and keeping boundaries both at work and at home
- Discovering a line of support



### Approaching the Employee with Addiction Difficulties

- Recognizing signs and symptoms of substance abuse
- Ethically approaching people using/abusing substances through the appropriate communication skills
- The importance of the formulation of a policy and establishing a referral system
- Services available for persons who need help



### Bullying

- Exploring different forms of bullying
- How bullying affects the employee
- How bullying affects the work environment
- How to tackle bullying



### Drugs & Their Effects

- Exploring different types of drugs available (including new synthetic drugs) and current trends
- Signs and symptoms of these drugs and their implications in the work environment
- The law
- Services available for persons who need help



### Stress Management

- What is stress?
- Distinguishing between different signs and symptoms of stress (physiological, mental and emotional)
- Stress management skills
- Coping with stressful situations



### Alcohol & Its Effects

- The physical and psychological effects of alcohol
- Alternatives to problematic alcohol use
- The risks of working under the influence of alcohol
- The risks of driving under the influence of alcohol and/or other drugs
- The law
- Services available for persons who need help



### Wise Use of Technology

- S.M.A.R.T. use of technology and how technology affects our everyday life
- Technology and its effects on the physical, mental and social wellbeing
- Cyber bullying and problematic content on the internet



### Gambling

- What is gambling?
- Different types of gambling
- Effects of gambling on the workplace
- Services available for persons who need help

