

ONLINE WORKPLACE BASED PREVENTION INTERVENTIONS COURSE

Course Structure:

The Course is composed of 6 modules. Module 1 introduces you to the course and the training goals. Module 2: Facts about drugs; Module 3: The role of workplace in Prevention; Module 4: Why the workplace is an important setting for substance use prevention programs; Module 5: Key components of workplace substance use prevention programs and policies; Module 6: PC Guidelines for implementation of substance use programs at the workplace.

Course Schedule:

Below is the course schedule for your reference.

	Day 1 (Tuesday) Duration: 2 hours	Day 2 (Thursday) Duration: 2 hours
Week 1	Pretest Module 1	Module 2
Week 2	Module 3	Module 4
Week 3	Module 5	Module 6 Post test

Course Components

The online Workplace Based Prevention Course consists of two components:

- (i) **Pre-session** – Participants are expected to check their emails for the pre-session homework. Read and answer the self-paced learning module at least a day before attending the live online session of each module. This will help you prepare for the activities and discussion in the upcoming live online session. A self-paced learning module is a file containing activities and questions about the key topics of the module. To be able to answer these questions, you need to read the participant’s manual containing the summary notes that go along with the self-paced learning module.
- (ii) **Live online session** – This will be delivered two times a week, by an assigned instructor on a particular module via an online platform. During the two-hour session, you will meet and interact virtually with your instructor and other learners. You may ask questions or seek clarification for content that you had difficulty comprehending during the pre-session homework.

Requirements:

- Mobile device or preferably computer to access the online sessions and assignments
- Reliable internet connection
- Commitment to attend all sessions and complete assignments to qualify for a certificate

SUCCESSFUL AND HIGH ACHIEVING LEARNERS

Below are some tips to help you become a successful and high-achiever in this online course:

Goal-setting

Setting a SMART goal at the onset of the course will ensure you stay on-track throughout the duration of this course. Ensure it is specific, measurable, achievable, realistic and time-bound.

Manage your time

You are expected to spend time prior to the live online sessions to read and glean information from the module summaries, as well as complete and submit your pre-session homework and assignments. Your instructors will expect you to meet all your assignment deadlines. We all have 24 hours a day, so try your best to accomplish your assigned tasks within that time.

Computer literacy

Admittedly, not all of us are techno-savvy. However, you need to master basic skills such as downloading and uploading files, joining a virtual meeting, and communicating with other learners in discussion threads.

Log-in Time

On the average, you are expected to put in between 2-3 hours of self-paced learning and 4 hours' online work per week. A minimum of two hours may work if you have already planned on how to complete your homework tasks.

High Resilience

It is common for you to be faced with challenges that are beyond your control such as: your laptop crashes, power failure, poor internet connectivity, and so on. Develop a contingency plan such as having a back-up laptop from a friend, top-up your data, save all homework assignments

Good Netiquette

Remember to maintain proper netiquette at all times during your live online sessions. Keep in mind the following:

- Mute your microphone when you are not speaking – This will help keep background noise to a minimum
- Be mindful of background noise - When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers
- Position your camera properly - If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other learners
- Limit distractions -To stay focused on the online session, turn off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking – You will be able to participate in the online discussion if you refrain from replying to emails or text messages.
- Prepare materials in advance - If you will be sharing content during the training, make sure you have the files and/or links ready before the online training begins.