**Title of Presentation:** BAN OUTDOOR SMOKING-BREATHE A SIGH OF RELIEF

**Name of Presenter**: KIMBERLY RIFE

**Description of Business Audience:** UPPER MANAGEMENT AND KEY DECISION MAKERS

**Introduction:** Introduce oneself; the stated purpose-to encourage the institution of smoking ban that applies to all outside areas of company property

**Thesis Statement:** Explain that the ban would be handled as humanely as possible with demonstrated respect for all employees

**Body of Outline** (with a minimum of 3 main points as Roman numerals and at a least two additional levels of sub points using capital letters and then numbers)

**I.** Discuss the adverse affects of bothsmoke and second hand smoke

 **A.** Cite health statistics caused by smoking and second hand smoke

 1. Diseases and complications attributed to smoking and SHS

 2. Demographics of people affected by SHS and the adverse affects

**II.** Discuss benefits of smoking bans

1. Encourages health and well-being across all employee platforms
2. Positive effects of having healthier employees
3. Lower insurance costs
4. Higher employee productivity
5. Healthier attitude

**III.** Discuss inclusive and positive ways to introduce and enforce the ban

1. Various levels and degrees of ban trajectory and enforcement
2. Allow employees to participate-let them feel “ownership” in implementing the plan
3. Provide a forum for discussion and feedback to minimize negativity
4. Educate and implement

Conclusion: Thank the audience and reiterate the message.

Visual Explanation: 3 Powerpoint slides:

* What is secondhand smoke?
* Benefits of a smoke-free environment
* Maine smoke-free workplace policies

**References:**

1. [www.cdc.gov/tobacco/data\_statistics/fact](http://www.cdc.gov/tobacco/data_statistics/fact) *sheets/health* effects/effects\_cig\_smoking Page last reviewed: January 10, 2012

2. <http://www.cancer.org/Cancer/CancerCauses/TobaccoCancer/> secondhand-smoke Last Medical Review: 11/14/2011

3. [www.cancer.org/Healthy/StayAwayfromTobacco/Smoke-freeCommunities/CreateaSmoke-freeWorkplace/smoking-in-the-workplace-a-model-policy](http://www.cancer.org/Healthy/StayAwayfromTobacco/Smoke-freeCommunities/CreateaSmoke-freeWorkplace/smoking-in-the-workplace-a-model-policy) Last Medical Review: 11/03/2010

4. [www.tobaccofreemaine.org/channels/workplaces/documents/25-003-10-FINALpolicies\_000.pdf](http://www.tobaccofreemaine.org/channels/workplaces/documents/25-003-10-FINALpolicies_000.pdf)