



Absence Management



Overview

This highly interactive one day course provides an overview of various methods to assist you in monitoring and managing absenteeism. It focuses on finding effective ways to minimise loss through absence in your organisation, and offers both practical and informative solutions, to common absence issues.

Target Group

This course is aimed at management or senior staff who have responsibility for staff attendance.

Objectives

By the end of this course, delegates will be able to;

- ✗ Measure / monitor poor attendance
- ✗ Understand the effects /cost of poor attendance on the business
- ✗ Identify how to manage absence effectively
- ✗ Successfully implement 'return to work' interviews
- ✗ Develop organisational policies and procedures
- ✗ Demonstrate methods of dealing with short-term and long-term absenteeism

Course Content

Below is an overview of the topics that are covered. Learning methods include group discussion and example interviews and role play, and delegates will be asked to draw on their own experiences to enhance the learning process. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

- ✗ Causes of absence
- ✗ Why do we need to monitor absence?
- ✗ Effective record keeping
- ✗ The role of managers and supervisors
- ✗ How to calculate the cost of absence
- ✗ Dealing with short-term absences and lateness
- ✗ Handling long term absence
- ✗ Identifying patterns of behaviour
- ✗ The return to work interview
- ✗ Performance management and disciplinary procedures
- ✗ Current legislation covering absence

Outcomes

Each delegate will receive individual developmental feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice