

MANAGING ABSENCE COURSE OUTLINE: ½ DAY

This course is for all people managers

OBJECTIVES	
<ol style="list-style-type: none"> 1. To understand reasons for absence 2. To review processes for monitoring and measuring absence 3. Understand procedures for dealing with short and long term absence, including dismissal when necessary. 4. Understand how to develop an attendance culture in the workplace 	
CONTENT	
<p>SESSION 1: Introduction to Absence Management</p> <ul style="list-style-type: none"> ▪ Impact on your organisation ▪ The cost of absenteeism ▪ Types of and reasons for absence 	<p>SESSION 3: Managing Absence</p> <ul style="list-style-type: none"> ▪ Back-to-work interviews ▪ Management skills ▪ Short-term unrelated absence procedure ▪ Long-term absence procedure ▪ Disability ▪ Dismissals
<p>SESSION 2: Monitoring and Measuring Absence</p> <ul style="list-style-type: none"> ▪ Tools for monitoring and measuring ▪ Bradford Factor 	<p>SESSION 4: Developing an attendance culture</p> <ul style="list-style-type: none"> ▪ Management skills ▪ Team leadership and goals ▪ Interpersonal skills ▪ Rewarding attendance

TO BOOK A PLACE ON THIS COURSE OR FOR FURTHER INFORMATION, PLEASE CALL THE HJS PEOPLE TEAM ON 02380 234222.