

Absence Management

Duration:

One day

Objective

This is a highly effective one day workshop designed to assist delegates with managing the costly problem of workplace absenteeism.

As a result of attending this workshop, delegates will gain a practical understanding of:

How to measure poor attendance

Calculating the costs of poor attendance

Introducing and implementing 'Return to work' interviews

Developing organisational policies and procedures

Practical methods of dealing with short-term and long-term absenteeism

Contents

This training programme includes:

Calculating the cost of absenteeism

Causes of absenteeism

The role of managers and supervisors

Dealing with absences

Coping with short-term absences and lateness

Action planning for 'return to work' absentees

Case studies are used throughout this course

Who should attend

This course is ideally suited for anyone in your organisation who has a responsibility for the attendance of others.

Course benefits

Delegates who attend this course will realise the benefits to be gained from effectively managing employee attendance including, but not limited to: -

overall improved attendance

enhanced employee morale

greater productivity

enhanced staff loyalty and retention figures

lower salary and recruitment costs

Additional information

We will restrict delegates to a maximum of 12 per course to ensure there is an effective group to facilitate discussion and interaction.

If delegates have a particular absence management issue they are encouraged to email the questions to us in advance, for discussion during the session. Please send your questions to richard@cosensa.co.uk

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in design and delivery of business writing skills programmes. They have been successfully delivering management training programmes to both public and private sector organisations for many years.