

Effective Absence Management

Training Course Details

About This Course

This course covers vital theory and practical techniques to manage absence in the work place.

Who Should Attend?

This course is designed for managers, line managers, human resources personnel – in fact anybody who is involved in managing absence at work.

Course Objectives

To provide students with an understanding of staff absence and to comprehend it's effects. To promote an understanding of the causes of absenteeism and to provide practical solutions to assist in it's effective management.

Course Overview

Welcome and introduction, followed by:

- Factors that affect absence
- Managing long term absence
- Stress related absence
- Employment law
- Optimise attendance performance
- Managing short term absence
- Use of occupational health system
- The importance of recording absence
- Return to work interviews
- Fair dismissal

Practical scenarios to recap key points

Assessment – written and practical

Course Details

Duration	1 day
Certificate	Certificate of completion provided
Course Title	Effective Absence Management
Course Ref	HR004EAM