

Managing Absence

This course is essential for anyone who has responsibility for the management of staff. With levels of absenteeism being a major issue for both large and small organisations, managers are looking for ways to minimise the impact non-essential absences have on productivity, morale and workloads.

Programme objectives

By the end of this programme, delegates will be able to:

1. Explain the need for absence control
2. Work within the organisation's absence policy
3. Explain the manager's role in the handling of absence
4. Identify the steps to take when dealing with persistent short-term absence
5. Plan and carry out an absence review meeting
6. Identify what options are available when dealing with long-term issues
7. Describe the implications of the disability provisions of the Equality Act.

Further information

The programme is highly participative and is built around the organisation's absence policy. Reference is also made to occupational health and any employee assistance programme.

Duration: Half day