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ABSENCE MANAGEMENT

WHO IS IT FOR?

This workshop is suitable for anyone who manages other people and is appropriate to any business sector.

OBJECTIVES

Absence from work has become an issue of major importance to employers as the direct and indirect costs involved are substantial.

This workshop offers a step-by-step guide to identifying reasons for employees' absence from work. It also helps you understand the laws relating to absenteeism, and how to find ways to reduce it, where appropriate.

CONTENT

When delegates have completed the workshop, they will be able to:

- know which laws apply to dealing with absent employees
- use strategies to reduce levels of absenteeism
- monitor absence and use the information appropriately

METHOD

The workshop consists of various activities, case studies and provides an opportunity for people to share their experiences, in a safe, controlled and confidential environment. It also aims to explore individual's current understanding and views through group work and interaction.

DURATION

Half Day.

For further information or to book a place, please contact us on 01443 749000

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