

Managing Absence



Workshop Content:

This one day Managing Absence workshop will review the following:

- What is absence?
- Types of absence
- Reasons for absence
- Authorised and unauthorised absence
- Potential causes of absence
- The impact of absence
- Why is managing absence important?
- The legal aspects of managing performance
- Proactively managing absence – actions to take
- Absence management scenarios

The workshop is designed for active participation with breakout exercises / case studies. All attendees are encouraged to fully participate and contribute to the activities undertaken.

Duration: One Day

Introduction:

Absence can have a significant impact on an organisation, including poor quality of work, loss of productivity, client dissatisfaction, and reduced staff morale – as well as the financial costs associated with high absence levels. It is therefore important to effectively manage absence to minimise the impact to your business.

The Managing Absence skills workshop focuses on enhancing people's skills in order that they can better manage short-term and long-term absence.

Course Aim:

To enable participants to understand the impacts of absence, the managers' role in managing absence, steps that can be taken to proactively manage absence and how to effectively manage short-term and long-term absence. Various absence scenarios will be reviewed and discussed to enhance knowledge and understanding.

Training Suitable For:

The course is suitable for anyone who wants to improve their skills in managing absence. It is also suitable for HR or other personnel who provide advice, guidance and coaching to others on managing absence.

Learning Objectives:

- To understand the different types of absence; the reasons, causes and impacts of absence
- To understand why managing absence is important
- To learn about the different actions that can be taken to proactively manage absence within an organisation
- To understand the key elements that should be included within an absence management policy and procedure
- To identify the manager's role in managing absence
- To be able to calculate absence and absence costs
- How to conduct 'return to work' meetings
- How to manage short-term and long-term absences
- To practice handling various absence scenarios

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