



Managing Absence

Course Aims

In this course we look at Managing Attendance rather than absence. This means being proactive when managing sickness. So, you may ask the question how can this be done?

The session is very interactive with lots of discussion, role-play scenarios and an action planning session.

By the end of the session, attendees will:

- Understand the importance of managing attendance
- Recognise the causes of absence
- Clarify the role of the line manager in managing absence
- Recognise the signs that may indicate intended absence
- Be familiar with the policy and process

Course Content

- What influence do you have over your team and what impact this has
- What are the causes of absence
- What is the line manager's role in managing absence
- How to spot the tell tale signs of impending absence
- Carrying out return to work interviews.

Course Benefits

- Reduce costs by ensuring people are motivated to coming to work
- Get the right process in place to deal with persistent offenders
- Make sure you stay within the law when it comes to managing absence

Who Should Attend?

HR Managers, managers and leaders. The course is designed to help people in any role to manage absence in their organisation more effectively.

Price

Only delivered as an in-house course. Contact us to talk about your requirements and for a no obligation quote.

Session Breakdown

Why Manage Attendance?

- What is Managing Attendance?
- What are the benefits?

Cause and Effect

- What are the typical causes of people calling in sick?
- How to spot the tell tale signs?
- Is it you causing them to be sick?

Adopting Your Leadership Approach

- How can using the incorrect leadership approach cause people to want to call in sick?
- Keeping people motivated

The Absence Process

- Looking at a typical absence management process
- Looking at your absence management process

Return to Work Interviews

- Why are they important?
- Getting them right
- Skills Practice

Course Information

This is a **one day** training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you choose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To see prices and when and where we are next running this event or to book, visit our website www.revolutionlearning.net or call us on 03333 444 575.

Or, to discuss your individual needs, email contact@revolutionlearning.net or call us on the number above.

Booking terms and conditions are available on our website.