

Online Managing Absence

Course Aims

This Online Managing Absence training course will provide a toolkit for proactively reducing absence and for dealing with absence when it does occur.

By the end of the session, attendees will:

- Understand the importance of managing attendance rather than absence
- 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.

Session Breakdown

Why Manage Absence and Attendance?

- What is managing absence and attendance and how do they differ?
- 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

Delivery Options



Virtual In House

We can deliver this course as a virtual online training course for your business

Contact us for a quote to have this course delivered in-house.



Online Open Course

We deliver this course as an online virtual open training course.

Each space costs £195.00 + VAT/€215.00 per person

Course Information

This is a **one day online** training event that Revolution Learning and Development deliver as a virtual online training course or virtual in-house training course.

When we deliver this course in house, we can make this more bespoke to your needs.

To discuss your individual needs, email hello@revolutionlearning.com or call us. If you're in the UK it's 03333 444575 and if you're in the ROI it's 015549779

Booking terms and conditions are available on our website.

