



Sickness and Absence Management

Aims

To equip delegates with the required skills and knowledge to manage sickness and absence both short and long term, improve attendance issues and conduct return to work interviews.

Objectives

By the end of this course you will be able to

- Understand the consequences of absence in the workplace in terms of quality, finance and team working
- Understand the key causes of both short and long-term absence
- Implement best practice methods to manage absence
- Understand the legal responsibilities for managing absence
- Maximise attendance and motivate your team

Who Should Attend

For managers who wish to reduce staff absence and manage the situations more effectively.

Course Content

- What procedures are available to help manage absence
- The return to work interview and it's importance
- Implementing a consistent approach
- Questioning techniques
- Measuring and monitoring absence successfully
- The evidence of absence and absence patterns
- Action planning with the staff member
- The difference between short/long term absence and the differing procedures to manage this
- Dealing with sensitive issues and ensuring confidentiality

Duration 1 Day