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beach**
TRAINING

Managing Absence

Duration: 1 days

Prerequisites

There are no prerequisites for this course

The Managing Absence training course achieves its aim through a variety of techniques: facilitated discussion, group exercises, role play.

Objectives

After this Managing Absence training course, delegates will:

- Understand the cost of absence.
- Have appreciation of the need to manage absence effectively.
- Know how to set up an absence management policy.
- Have interpersonal skills involved in dealing with absence notification and return to work interviews.
- Have an understanding the link to the disciplinary procedure.

Course Content

- Welcome and introductions and discussion of objectives.
- The cost of absence.
- Establishing an absence management policy.
- Implementing the policy.
- Handling the sickness notification call.
- The return to work interview.
- Skills and behaviours for conducting the interview appropriately.
- Practice in conducting return to work interviews.
- Managing sickness review discussions.
- Linking to the disciplinary process.
- Personal action planning.

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Leadership Skills: 2 days

Performance Appraisals: 1 day

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