



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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Absence Management

(1 day)

"I cannot afford for our business to lose, on average, £666 per employee per year due to unregulated staff absence."*

Benefits

It has recently been estimated that absence due to sickness now costs UK businesses 8 lost working days per employee per year.* Naturally any absence will have a negative impact on your business and a method of managing this sensibly is highly desirable.

Aim

To address absence issues based on sensitive, but firm, management policies and the joint action of staff at all levels in the organisation. Whilst recognising that all organisations are different, this course focuses on areas of common practice.

Objectives

By the end of the training you will be able to...

- Use data to develop a range of robust absence management strategies
- Promote a healthy 'culture of attendance' within your own organisation
- Recognise the key interventions which will ensure a culture of regular absenteeism is avoided

Content

- Types of absence
- Effects and costs of absence on an organisation
- Measuring and monitoring absence
- Patterns and causes of absence
- Absence measurement formulae
- Ensuring a positive culture of attendance
- What absence policies need to contain
- The crucial role of the line manager (and other professionals)
- Handling the return to work

* CIPD annual survey 2008