

Absence Management

How long?

1 day

Your Needs

We help you build your story

We specialise in designing bespoke courses for a diverse range of people and industries.

If you want to customise a part of this training, let us know.

Accelerated Learning

Maximise your investment

Our lively, tutor-led courses always include a mix of group discussions, practical and visual exercises, and case studies, relevant to industry.

We also offer 'Learning in the Flow of Work' – audio and video e-learning resources for continued learning afterwards.

What You Get

All courses include:

- ✓ Sweet treats for the day
- ✓ Full set of bound notes for each delegate
- ✓ Course highlights to refer back to later
- ✓ Knowledgeable, experienced tutor
- ✓ 30 mins free aftercare
- ✓ Action matrixes to apply changes and use in appraisals

Contact

Interested?

Get in touch today for a no obligation chat about how we can help you secure your organisation's future.

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☎ 0117 9022 845

"We cannot afford to lose an average of 7.8 days, per employee, per year due to unregulated staff absence."

Source – CIPD Annual Health and Wellbeing at Work Report, 2023

Benefits of attending

Any absence will have a negative impact on your organisation, but excessive or unregulated absence could have a serious impact. A practical method of managing this absence sensibly is therefore highly desirable.

The purpose of this course is to examine absence issues and address them using a sensitive, but firm, absence management policy.



Who is it for?

Those with responsibility for monitoring and managing absence levels and who need to implement and maintain a robust absence management policy.

Objectives

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

- 📖 Collect and analyse absence data to gain a clearer picture of absence levels in your organisation (and their impact).
- 📖 Develop a robust absence management strategy.
- 📖 Promote a healthy 'culture of attendance' within the organisation.

Content

- ✓ The real impact of absence on an organisation.
- ✓ Types of absence (and their associated formulae for assessment).
- ✓ Measuring and monitoring absence (in order to identify trends and understand the underlying causes).
- ✓ Handling the return to work.
- ✓ Promoting a 'culture of attendance' throughout the organisation.
- ✓ What an absence policy should contain and what it should cover (including the legal implications).
- ✓ Securing essential 'buy-in' and commitment from managers and staff at all levels.