

Absence Management training - 1 day

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

Absence Management Training Course Objectives:-

- Understand the cost of absence.
- The appreciation of the need to manage absence effectively.
- How to set up an absence management policy.
- Interpersonal skills involved in dealing with absence notification and return to work interviews.
- Understanding the link to the disciplinary procedure.

Absence Management Training 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.