



COMMUNITY SUPPORT TRAINING  
RESPONSE SERVICES FOR ORGANISATIONS

# Absence Management Training

With our 1-day Absence Management Course, you will learn best practices in HR policies and procedures for managing and reducing absenteeism in the workplace.

UK companies lose money and time when they fail to manage employee absenteeism and sickness at work.

Managing absence at work effectively will help you avoid unnecessary pitfalls such as excessive employee absenteeism. With the help of attendance management, you can enhance staff motivation while reducing the financial burdens that come with low attendance.

This comprehensive 1-day Absence Management Training Course is designed to help HR staff, line managers and team leaders manage sickness absenteeism effectively.

## **Absence Management Course Benefits**

- ✓ Dealing with persistent offenders will reduce employee absences.
- ✓ Identify long-term absences and short-term absences.
- ✓ Understand how absence affects the business and the costs associated with it.
- ✓ Conduct professional return-to-work interviews.
- ✓ Identify the most up-to-date policies and procedures for staff absences.

## **Objectives of the course**

The Absence Management objectives of Community Support Training can be tailored-made by specialist trainers to meet your exact needs.

Alternatively, we can design and deliver a fully bespoke training solution for you and your team.

### **Workplace Absence: An Overview**

- ✓ Identify the causes of absence at work.
- ✓ Analyse the true cost of absence to the organization.
- ✓ Execute the absence code of conduct with confidence.

### **Role of the Line Manager**

- ✓ As a line manager, you must understand your role in managing absences.
- ✓ Manage absence effectively by identifying key behaviours.
- ✓ Absence monitoring at work: why we do it.
- ✓ A legislative framework for absences.

### **An overview of the absence process**

- ✓ Learn about the absence process.
- ✓ Develop a solid process and a clear strategy for best practice.
- ✓ Apply absence policies in the workplace with confidence.
- ✓ Establish tools for managing and handling short- and long-term absences.

### **The return-to-work interview**

- ✓ The importance of a return-to-work interview for employees.
- ✓ Find out how to conduct a successful return to work interview.
- ✓ Establish a clear process for dismissal.

### **An overview of our Absence Management Training**



**How do I know if this course is right for me?**

This course is designed for managers, team leaders, or HR professionals dealing with absenteeism in the workplace.

No matter how many employees you want to place on the course, we can accommodate you.



### **What is the location of this course?**

Delivered in-house at your workplace. Off-site Absence Management Training is also available.



### **What is the duration of this course?**

Absence Management Training is a one-day course.



### **Included in Your Course**

- ✓ Notes on key topics
- ✓ Resources for training
- ✓ Certificate of Achievement in A4 format