

Absence Management

Course length: 2 hours*

Course Code: 104068BT002

Benefits for the Learner

Do you have staff who are regularly absent from work due to sickness or family commitments? Do you ever have good reason to believe that someone's absence is not for a genuine reason?

This course is a great way for you to begin to tackle the problem of unauthorised absence. It will give you new techniques to detect and discourage "fake" absence and it will help you to reduce avoidable absence by giving you the skills to support employees as they return to work.

Benefits for the Business

Absence from work costs the UK economy between £10 and £12 billion per year – that's an average direct cost per employee of £434!

This course will help you to get to grips with the problem of absenteeism and enjoy the benefits of increased productivity and improved staff morale. It will show you how to take a more consistent and structured approach to absence and will give you new techniques to resolve absenteeism effectively, sympathetically and within the law.

What You Get From This Course

Having completed this course, you will be able to:

- Reduce absence from the workplace
- Work within the law to manage an absent employee
- Monitor absence and use this information appropriately
- Act fairly and effectively during return to work interviews
- Agree solutions for recurring absence

What Does the Course Cover?

- During the absence
- The return to work interview
- Follow up
- Assessment

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 2 hours to complete.

*Courses are accessible for six months from the date of purchase.