

# MANAGING EMPLOYEE ABSENCE



## Workshop Overview

In today's work environment, it's never been more important to effectively handle employee sickness and absence in line with the latest government HR guidelines. Gain best practice techniques to confidently manage sickness & absenteeism in the workplace by developing effective absence processes, you will help minimise disruptions caused by absences and will reduce the cost of sick pay and lost time within your organisation.

With sickness absence costing employers on average 8 days per year per employee, the impact on the business is clear, which is where absence management can help. Even just one person constantly 'taking a sickie' or on long-term absence can be incredibly time consuming and if not handled correctly can lead to expensive litigation cases.

## Who is it for?

This workshop is ideal for managers who need better techniques to 'handle problem people' or deal with 'difficult staff'

Delivery is through a mixture of methods and involves delegates working in group exercises and discussions. Training is practical and interactive.

## Aims & Objectives:

This one-day workshop is designed for anyone within an organisation that is in any way responsible or has to deal with absenteeism.

Summary of workshop includes:

- Identifying an absence problem – early intervention
- Developing an absence strategy
- Dealing with short and long-term absence
- Understanding the use of fit-notes
- Identifying patterns of absence and when this becomes a problem
- Tackling suspicious or regular short-term absence
- Conducting effective return-to-work interviews
- Managing the disciplinary/dismissal process
- Dealing with phased return and reasonable adjustments
- Stress, disability and pregnancy
- Legal framework surrounding absence and sickness

\*\*This workshop can be fully customised to an organisation's needs and specific requirements

*Our training sessions can be delivered on-site or in our training facilities.*

*Each learner will receive a certificate of attendance and course packs to take away.*

For more details and booking please **CONTACT US**

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Learning Additional & New Employment Skills

