



Effective Absence Management

Target Audience & Prerequisites

This course is suitable for managers and supervisors who are responsible for other employees.

Course Outline

- Defining absence
- Causes of absence
- Understanding absence
- Strategies to reduce absence
- Policies and procedures
- Long term absence and disability
- Legal aspects of managing absence
- Unfair dismissal and the contractual framework
- Occupational stress

Many of our member companies feel confident in their ability to deal with employees when they are at work but ask questions such as: *"Can I get them to come to work regularly?"* and *"Is there anything I can do if they don't?"*

The answer to both these questions is "yes"!

This course will give some key pointers in encouraging good attendance, keeping accurate records and avoiding legal pitfalls when dealing with absence issues.

Course Delivery:	The course is delivered by a qualified paralegal representative
Venue:	Textile Centre of Excellence
Duration:	1 day course 9.30am – 4pm
Cost:	£95.00 + VAT for members £110.00 + VAT for non-members
Course Dates:	19 th May 2010
Contact:	Sian Patrick or a member of the Training & Learning Team