



Managing Employee Attendance

This one day course will show delegates how to drastically reduce operating costs arising from persistent lateness through to long-term sickness absence. Absent employees are bad for business! Their absence from work impinges upon business continuity and efficiency by directly impacting upon team performance, process quality, reputation and most importantly, customer service. Someone has to carry the weight!

Aimed at:

Managers, Team Leaders and Supervisors who have responsibility for the performance and attendance of their staff.

OPEN COURSE: 22 March • 28 June • 18 October '12

Venue: Birmingham (Becketts Farm Conference Centre, M42 Jun 3 Exit)
9.30am - 4.30pm (2 course Lunch & Daily refreshments included)

OR



In-House: at your premises
Course Duration: 1 Full Day (date & start time to suit you)
No. of Delegates: 12 delegates max

Course Content:

- Why do employees go absent?
- Return to work interviews: a powerful remedial tool
- Phased returns to work: rehabilitation of long term sick
- Home visits: getting the balance right
- Legal consideration: DDA and reasonable adjustments
- Policy/Procedure/Measurement: You must have all three
- Applying a capability policy: As opposed to disciplinary procedure
- Redeployment
- Occupational health schemes: an essential support tool
- Rewarding good attendance

Pre-course preparation

Delegates are asked to bring with them an anonymous actual absence management issue case study from their workplace for group discussion and resolution.

Delegates Receive:

Certificate of Training
Course Notes
Course Materials

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