

## MANAGING ATTENDANCE FULL DAY

### COURSE OVERVIEW

Employee absence currently costs businesses, on average, £692 per year per employee. With effective management and training, organisations can efficiently handle absence related issues, maximise attendance and minimise absence related costs.

This is a participative workshop covering best practice theory combined with practical exercises.

### CONTENT

- The importance of categorising absence
- The true cost of absence and trends
- Patterns of absence
- The impact of getting it wrong
- Legal framework and employment tribunals
- Avoiding Disability Discrimination
- Getting it right
- Everyday absence management tools that work
- Return To Work interview techniques
- The importance of record keeping
- Managing Short Term absence vs Long Term absence
- Managing absence – disciplinary or capability



### COSTS

Per Person: £ 225 + VAT

Per Group: £1000 + VAT

\*Maximum 10 delegates per group.

**20% discount applied if Core HR subscriber.**

Training available at your premises or off-site at our unique training facility in Rochdale.