

# Managing Staff Absence

Maximum Participants: 16

Duration: One Day

Timings: 09:30 – 16:30



## Suitable for

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For any managers/supervisors who have to deal with workplace absence wishing to understand good practice and ensure this, sometimes difficult, issue can be dealt with sensitively and satisfactorily for all concerned.

## Aim

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To increase managers' awareness of the causes of workplace absence. You will learn how to effectively address absenteeism positively, sensitively and in line with good practice and the law.

## Learning Outcomes

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By the end of the course, you will be able to:

- List the causes of staff absence
- Describe the manager's role in dealing with absenteeism and presenteeism
- Be aware of the main legislation and how this fits with your organisation's absence policies and procedures
- Review your organisation's current absence policy and procedures (to be brought to the training day)
- Identify and receive feedback from others' for potential development of your organisation's policies
- Practice skills for undertaking a 'Return to Work' interview

You will also leave the course with:

- A sense of achievement
- A toolkit of techniques and practical ideas for releasing your potential
- A Personal Action Plan to take your learning further

## Training Style

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All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (\*email required)

## Other Courses to consider (Visit my website for details of these and other courses)

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- ⇒ Coaching Skills for Managers
- ⇒ Dealing with Difficult Behaviour in the Workplace
- ⇒ Diversity: Disability Awareness
- ⇒ Diversity: Managing Diversity in the Workplace
- ⇒ Effective Recruitment and Selection
- ⇒ Employment Practice
- ⇒ Internal Communication – Don't hear it on the Grapevine
- ⇒ Leadership Skills to Empower and Inspire (2 Days)
- ⇒ Managing Grievance and Discipline in the Workplace
- ⇒ Managing Your Stress
- ⇒ Motivating Staff for Peak Performance
- ⇒ Resolving Differences and Conflict
- ⇒ Supervision and Support
- ⇒ Supervision and Support – The Next Level (2 Days)

## Mike Phillips Training

Releasing potential through learning and development



*"It was helpful to consider how to apply the principles of the main theory and good practice in our own workplace..."*

*Practical and thought-provoking."*

### Course Participant

Mental Health Foundation



### website

[www.mikephillipstraining.co.uk](http://www.mikephillipstraining.co.uk)

### email

[mike@mikephillipstraining.co.uk](mailto:mike@mikephillipstraining.co.uk)

### phone

07949 826881