



Course Outline

Managing Absence and Presenteeism in the Workplace

Minimum and Maximum Learners: 06-16 Duration: One Day Timings: 10:00 – 16:30

Suitable for

For line managers dealing with absence and presenteeism in their workplace who wish to know good practice and how to manage absence effectively.

Aim

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

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

- ✔ **Differentiate** between absenteeism and presenteeism.
- ✔ **List** the causes of staff absence and presenteeism.
- ✔ **Identify** the impact of absenteeism and presenteeism on individuals, teams and organisations.
- ✔ **Describe** the role of the manager in managing absenteeism and presenteeism.
- ✔ **Outline** the main legislation and how these fit 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.

- ✔ **Demonstrate** skills for undertaking a 'Return to Work' interview.

Benefits of Attending

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

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

- ➔ Coaching Skills for Managers
- ➔ EDI: Disability Awareness
- ➔ EDI: Learning Disability Awareness
- ➔ EDI: Managing and Leading Equality, Diversity and Inclusion in the Workplace
- ➔ Effective Recruitment and Selection
- ➔ Employment Practice for Non-HR Staff
- ➔ HIV in the Workplace
- ➔ Internal Communication – Don't hear it on the Grapevine
- ➔ Managing Grievances and Discipline in the Workplace
- ➔ Mental Health Awareness
- ➔ Motivating Staff for Peak Performance
- ➔ Support and Supervision II: Taking Your Supervision to the Next Level (2 Days)

