

Handling Absenteeism

Aims

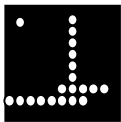
To raise awareness of the cost of absenteeism to your business. To provide practical techniques for monitoring and investigating absenteeism, within the confines of legal boundaries, so as to improve both staff morale and bottom line performance within the business.

Topics

- Recent trends in absenteeism
- Reasons for looking at absenteeism
 - Recent trends
 - impact on business and employee performance
- Monitoring absenteeism
 - Record keeping
 - Absence policies & procedures
 - Assessing cost to the business
 - Identifying patterns
- Distinguishing between illness, malaise and falsification
- Medium & Long Term absence
- Obligations and good practise
 - Legal aspects
 - Use of medical reports and doctors
 - Stress
 - Parental rights
 - Getting staff back to work
 - Health & Safety
 - Staff Welfare
 - Insurances
 - Preventing absenteeism

Outcomes

The workshop should enable participants to more effectively monitor the amount and cost of absenteeism across the business, to be more aware of what can be achieved to prevent certain types of absenteeism, to be more knowledgeable about dealing with genuine ongoing absenteeism and how to tighten up on falsification.



T: 01653 628 468

E: info@interpersonnelonline.com

W: www.interpersonnelonline.com