



Absence Management

1 day or ½ day course

How to deal with absence and sickness (not always the same thing!) are hot topics with many of our clients. This course will help you understand the true costs of absence, will consider the causes, and – most importantly – will look at what you can do about it, and how to prevent absence and minimise any negative impacts on your business.

Style of delivery

The workshop will involve a mixture of teaching, group work and discussion, and will include discussing real life problems and case studies.

Content

Both the half day and full day course will cover:

- The difference between short and long term sickness, as they are very different and are managed very differently
- The importance of managing absence
- The cost to business of high absence
- Common causes of absence
- How to formally manage someone's absence from work
- What you can do to support employees returning to work, and what your 'duty of care' as an employer includes.

The full day also covers:

- What you can do if you suspect that someone has "pulled a sickie"
- What is a "normal" level of sickness absence for your business
- How to prevent employees from being absent (rather than just dealing with the consequences)
- How to improve well-being at work, and reduce stress, which can be a key cause of absence
- Putting all of the above in to action using real life case studies to practice on!

What others have said about this course

"Excellent content, all very helpful for the less initiated! Inspiring to know of services that can help the wellbeing and development of personnel."

"Enlightening, and highlighted the support services available to both employee and employer to facilitate a positive return to work."

"Very informative. Allows existing and new businesses to keep up to date and plan for the future."

**To find out more or to book this course for your team, call us on
01536 215240 or email emma@gatewayhr.com**