

TRAINING

Managing ABSENCE in the workplace

Course Objectives

- Learn how to deal with ongoing and disruptive absence.
- Review and understand the documentation (letters and forms) needed to manage absence.
- Provide practical tools and strategies to create a workplace environment that
- addresses absence and fosters employee well-being and productivity.
- Differentiate between Certified and Uncertified absence.

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Course Learnings and Outcomes

- Understand absence policies and procedures.
- Know the types and causes of absence.
- Manager and Employee responsibilities.
- Use the Bradford Factor absence management tool to tackle problem absences.
- Link absence with performance management.
- Know when to implement disciplinary action.

Course Topics

- Company policy and absence procedures.
- Types and causes of absence and how to deal with them.
- Return to Work conversations and keeping notes.
- Measuring and tracking absence (the Bradford Factor).
- Letters, Templates, Performance Improvement Plan (PIP).
- Manager and Employee ownership & responsibility.

Course Duration

- One Day Course (in person)

career dynamics

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