

OVERVIEW

Sickness and absenteeism costs businesses money and time and impacts the productivity and morale within a team. Balancing the health and welfare needs of staff and understanding the reasons whilst providing a framework to support or action is key.

Who is it for?

This one-day course is designed to provide managers with the skills and confidence required to deal effectively with employee absence, while maintaining a positive and productive working environment. The training is aimed at line managers and supervisors who are involved in the management of sickness absence in their teams.

Content:

- Understanding the impact of absence
- Communication of absence through policy and procedures
- Types of absence and difference of approach
- Notification process and certification
- Absence management and the legal framework
- Dealing with short term sickness absence and setting triggers
- Considering workplace factors
- Stress and mental health in the workplace
- Conducting return to work interviews
- Managing long term absence
- Achieving focused medical reports
- Taking further action through disciplinary or capability
- Providing support to ensure employee health and wellbeing

Learning Objectives:

By completing this course, attendees will:

- Feel more confident in handling sickness absence
- Have a structure to conducting return to work Interviews
- Understand how to manage short term and long term absence
- Understand the meaning of disability is and reasonable adjustments
- Understand the legislation in relation to absence
- Be able to provide relevant support to the wellbeing of employees

