

Aster Training

Aster Interim Solutions Limited

Absence Management Training Course

Price: £245.00

Course Overview

Absence of employees can cost organisations in terms of both salaries and lost business continuity.

This one day absence management workshop provides an overview of the law, practical tips on managing absence and offers delegates the opportunity to enhance their management skills.

Tutor led, delegates are actively encouraged to tackle current issues through practical sessions which incorporate both case studies and discussion groups together with the opportunity to practise some key “interviewing” skills.

Attendees can include anyone who has responsibility for staff management, managing absence and improving attendance at work.

No prior knowledge of employment law is required.

What you will learn

At the conclusion of this course delegates will be able to:

- Understand essential elements of the law surrounding absence
- Recognise the difference between sickness and non-attendance and be able to formulate plans to manage both
- Understand how to limit unnecessary absence
- Understand and use company absence procedures
- Be able to practice key skills in controlling absence interviews/meetings to meet their objectives, both at team and individual level
- Be able to understand the impact of one’s own management style in potential conflict situations

Course Content

The absence management training course covers the following topics:-

- The impact of absence on a business
- Measuring the cost of absenteeism
- The importance of record keeping
- The importance of absence procedures
- The differences between long & short term absenteeism
- Medical referrals & disability
- The impact of management style
- The importance of consistency, teams & the individual approach
- How to structure and conduct return to work interviews
- Practical exercises – interview techniques
- Developing individual action plans
- Milestones & evaluation

The Absence Management course is limited to a maximum of twelve delegates. Course costs cover the training workshop, a set of comprehensive course notes, lunch, refreshments and an attendance certificate.

This is a non-residential training course. This course can be delivered in house if required. For further information contact Aster Training on 01296 720281 for a Free consultation to discuss your training requirements.

Costs are exclusive of VAT which is chargeable at the current rate.

Prices are correct at the time of publishing but may be varied in line with market conditions from time to time.

[Vendor Information](#)