



## COURSE DURATION

1 Day

## NUMBER OF DELEGATES

The recommended number of participants is:

Face to face	6 - 8
Virtual	4 - 8

## CONTACT:

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# MANAGING ABSENCE

## COURSE OVERVIEW

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Managing absence is a vital part of the performance management process. It is important that we manage the process in accordance with employment law and practice and understand the implications of not following the right procedure.

## OBJECTIVES

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Having attended this event participants will be better able to:

- Appreciate the financial implications of absence and the impact on employees and clients
- Build understanding of the Company's Absence Management Policy and Procedures
- Practice using the key skills needed to undertake return to work interviews and cautionary meetings
- Be aware of the key areas of employment legislation relevant to absence management
- Understand the importance of accurate reporting and documentation of employee absence
- Understand and interpret the absence management reports
- Clarify your roles and responsibilities

## WHO SHOULD ATTEND?

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This course is designed for anyone who is responsible for managing absence.

## COURSE STYLE

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During the course we will look at managing absence in a practical way using:

- A range of practical group exercises
- Summaries and reflection to focus your learning