Training Academy

MANAGING ABSENCE

COURSE OVERVIEW

It's important to manage absence from work in accordance with employment law and practice and understand the implications of not following the right procedure.

OBJECTIVES

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, including recent changes under Employment Rights Act 2025
- 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?

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

COURSE STYLE

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

COURSE DURATION

Half Day

NUMBER OF DELEGATES

The recommended number of participants is:

4 – 20

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