



# Managing absence

Dealing effectively and sensitively with short and long-term absence is a core skill for managers in enabling team wellbeing and performance. In this course, delegates will learn how to practically manage absence informally and formally through the exploration of case studies, to identify good practice.

**Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive**

## Key course elements

### Reasons for absence

- Workplace issues affecting attendance
- Health, wellbeing and capability
- The cost of absence

### Using an informal approach

- Facilitating ongoing dialogue to understand wellbeing
- Effective return to work discussions

### Managing the formal process

- Monitoring attendance and identifying patterns
- Implementing a robust absence process
- Keeping in touch during long term absence
- Using reasonable adjustments

## Participants will learn to...

- Understand the factors impacting employee attendance
- State the business case for proactively managing absence
- Fully utilise an informal approach to remedy attendance issues
- Structure effective return to work conversations
- Understand employer obligations when following a formal process
- Maintain appropriate contact when team members are absent
- Utilise a range of reasonable adjustments to support team members to return to work

**BiteSize Learning**

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