



Managing Absence and Poor Attendance Workshop

Overview

Learn practical steps and techniques to help improve attendance, and minimise absence. Discover what the law says you can and cannot do when managing workplace absence.

Business need

This half day training will show you how to improve attendance in your School/organisation. We will provide detail of effective practices and discuss some of the key ways to make managing absenteeism easier.

Benefits of attending

Employee absenteeism puts significant strain on a School/organisation, in terms of costs, productivity and additional burden on colleagues. Balancing the health and welfare needs of staff with robust and fair procedures which ensure employees don't take advantage is essential for the overall productivity of a School/organisation.

Suitable For

Managers, Head Teachers, Business Managers, Governors, Leadership Teams.

Programme

- What is absenteeism?
- Absence management and the legal landscape:
 - maternity issues, fit notes, unauthorised absence
- Dealing with short and long term sickness absence and setting triggers
- How to manage long-term absence. Keeping in-touch and access to medical records.
- Return to work interviews and further action
- The Equalities Act; reasonable adjustments; discipline and dismissal, – what you can and can't do and what resources are available.

Why KAPE HR?

KAPE offers comprehensive, authoritative and affordable training you can trust.

We are at the forefront of developing and improving Employment Relations, people management and HR practice in Schools / organisations.

Our training sessions are designed to enable discussion and interaction and our comprehensive range of advice and support ensure you get additional back-up for your School/organisation when you need it.

We come to you! Please contact Karen Barker E: karen.barker@kapehr.co.uk to arrange a mutually convenient time for the session

Courses are limited to 20 delegates