



OBT

OBT Course Outline

ABSENCE MANAGEMENT

Main Aims and Key Benefits:	<p>It is estimated that absence from work costs the UK economy over £13 billion per year, with the 'average' employee taking around seven days off sick annually. The need for managers, HR and team leaders to control absenteeism is critical to any workplace. But just what is 'absence', and how do we go about managing it and reducing it, without falling foul of employment law?</p> <p>This half day programme has been designed to give the skills required to understand the legal and contractual issues around the management of absence in your team and improving overall attendance effectively.</p>
Course Content:	<ul style="list-style-type: none"> ▪ Defining what absence is ▪ Understanding the legal and contractual issues around the management of absence ▪ The key principles of managing absence and improving overall attendance at work ▪ Guidelines for producing a plan to review absenteeism in your team ▪ When and how to implement measures for improvement
Training Methods:	<ul style="list-style-type: none"> ▪ Presentations ▪ Syndicate exercises ▪ Group discussions
Who will benefit:	Bursars, Assistant Bursars, Heads of Department, Senior Team Leaders, Human Resources Management
Duration:	½ day
Certification:	OBT and Progressive Training
Training Provider:	Progressive Training