

# HR Brief Bites for Line Managers

## Managing Absence in the Workplace

### Aim

This programme is a practical session that gives the participants the confidence to deal with absence management; helping reduce absence in the workplace and increase productivity. It delivers practical advice and guidance on managing short and long term absence through to medical capability, dismissal and the law.

Using a selection of exercises, activities and sample documents, the course examines some traditional methods of management as well as some more contemporary and innovative ways of keeping a lid on casual absence.

Participants will take away a number of practical tools and ideas to enable them to target absence improvement when back at their desks.

### Learning Outcomes

At the end of the workshop participants will be able to:

- Give a clear definition of what absence is
- Outline the legal and contractual issues around the management of absence
- Have the knowledge to manage absence and to work towards improving overall attendance at work
- Produce a plan to review absenteeism in their team and where required, an action list to implement measures for improvement

### Who Should Attend the Workshop:

Line managers and supervisors.

### Workshop Format

The format will be informal and participative – everyone has an important contribution to make to the discussions.

A typical workshop will cover:

- ❖ Management theory and research input from the trainer
- ❖ Learning from our shared experiences
- ❖ Small group work to discuss and share ideas

Zoom joining instructions will be sent as part of the meeting invitations unless the organisation prefers to use its own video conferencing facility. Copies of the slides will be sent out after each workshop.



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<b>Time</b>	3 hours
<b>Venue</b>	Zoom or Teams **all participants need access to a laptop or PC
<b>Availability</b>	Up to 12 participants  Maximum number of participants on each workshop is 12 people to enable everyone to fully take part; have their questions answered and to gain the maximum learning from the interactive workshops.
<b>Fees</b>	£1,175.00 plus vat (£89.00 plus vat per participant)

### More Information:

For an informal chat about the workshop, please contact:

### Tracy Madgwick:

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07899 665506

### About the Trainer:

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals.

For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates.

Tracy is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licensed to deliver MBTI (Myers Briggs Type Indicator), C-me and DiSC.

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