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21

Attendance Management

Essential HR and Employment Law Training



Introduction

Positive Attendance Management can not only save money, it also has a positive impact on engagement and provides a good basis for further action if required.



Course Duration

SSG offer this module as part of a full or half day course.



Who Should Attend

- SME Owners
- Directors and Senior Managers
- Team Leaders and Supervisors



Course Programme

The course will be broken down into the following modules:

- Types of absence
- Occupational health
- The attendance management process

On completion of the course delegates will be able to:

- Appreciate different types of absence
- Develop a strategy on how to deal with these
- Decide the format of their own attendance management policy
- Understand how to manage bad attendance and encourage low absence
- Explain their legislative requirements in regard to absence relating to disabilities



Certification and Assessment

Attendance certificates will be issued after course completion and are valid for three years. It is recommended that certification is renewed every three years to ensure that those persons responsible are kept up to date with best practices.



Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service Team for more information.