

# Managing Absence

## *Our flexible approach means that*

- These modules can be designed to place particular emphasis on areas important to your organisation
- Sessions will generally run for between 2 and 3 hours
- Groups can be anything up to a recommended maximum of 12
- Select a single module (or combination) as appropriate
- Both modules can be run as a ½ day session of approximately 4 ½ hours if required

5 distinct programmes run as separate sessions, in-house in small groups. (1-10 employees/managers)

Specifically the Focus Session will cover:

**MA 1** Measuring and managing absence and long term illness

Setting an absence policy and procedure in place. Measuring absence and what to look out for. Dealing with intermittent and long term absence.

**MA 2** Managing absence, long term illness and disability

Setting an absence policy and procedure in place. Measuring absence and what to look out for. How to deal specifically with employees with **disability**. The legal frame work around disability discrimination.