

**HR INSIGHT LIMITED  
ATTENDANCE MANAGEMENT & DEALING WITH DISCRIMINATION**

Date – Friday 17<sup>th</sup> December, 2010  
9.00am to 4.30pm

Venue: Kingston Smith Training Room, 60 Goswell Road, London, EC1M 7AD

**Who Should Attend?** Owners, Directors, Managers and Supervisors who are expected to manage absence and who deal with allegations of discrimination.

**Aims:**  
Attendance – This workshop will show you the simple but effective ways to turn around issues of attendance even in a culture of poor attendance (morning session).  
Discrimination – The workshop in the afternoon session will explain the legislation on discrimination. Discuss how to avoid discrimination and how to deal with it if it should arise.

**During the workshop you will:** Receive practical knowledge and tips on:

- The initial ‘quick wins’ to start to tackle attendance issues
- Communication of the standards expected
- Consistent management of all across the business
- Processes and resources to assist attendance management
- Dealing effectively with discrimination

**Delegates with leave with:**

- Practical tips and techniques on managing poor attendance and issues of discrimination
- A copy of the workshop slides
- A full set of handouts and course notes

**Workshop Fees**

- Attendance on this Workshop £200 plus VAT per delegate
- HRi Management Programme £700 plus VAT per delegate for the 4 Workshops (1 per Quarter)

**The HRi Management Programme:**

<b>Quarter 1</b>	Getting Recruitment Right
<b>Quarter 2</b>	Getting the most out of Performance Management
<b>Quarter 3</b>	Dealing effectively with Discipline & Grievances
<b>Quarter 4</b>	Absence Management & Dealing with Discrimination

To reserve your place, please complete and return the registration form below. An invoice will then be forwarded by return. Cancellation within 7 days of the start of the workshop will incur a 50% cancellation fee, within 3 days or less there will be a 100% cancellation fee.

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**REGISTRATION FORM**

<b>Name</b>		<b>Position</b>	
<b>Company</b>		<b>Tel No</b>	

*I would like to reserve \_\_\_\_\_ places on this Workshop for the following delegates:*

<b>Delegate</b>		<b>Position:</b>	
<b>Delegate</b>		<b>Position</b>	

*I would like details on the Annual HRi Management Programme forwarded to me please: YES*