

Managing Sickness Absence

Building on your personal effectiveness to support absent team members within the expectations of the workplace How to manage short and long term absence following established procedures. It is essential for managers to spot the signs when staff may be at risk of going off sick, or when short term absence may develop into something longer term.

Course Outline

This session provides an overview of why it is so important to manage absence and shares details of the best way to manage both short and long term absence to achieve the best possible outcomes, both for the individual and the setting.

By the end of this session delegates will be able to:

- Appreciate the benefits of managing absence
- Understand the associated legal context and the importance of following procedures and maintaining suitable records
- Understand the available tools and reference points
- Take action to manage sickness absence in school, now and in the future
- Understand the importance of holding return to work Interviews

Please note, cancellations received within three working days of the course, or failure to cancel, will be subject to an administration charge of £50. Cancellations can be made by calling us on 01603 303355 via SLA Online, or by Emailing governorservices@educatorsolutions.org.uk

Audience

All Staff

Trainer

TBC

Date

29/10/2018

Time

09.30 am - 12.30pm

A free lunch is provided if you book training sessions in the morning and afternoon on the same day or attend an all-day session.

Venue

Norwich Professional Development Centre

Cost

Free to subscribing schools
£140 per delegate to non subscribing schools

Course Ref

GOV-1018-T022



For more information and to make a booking
www.educatorsolutions.org.uk
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