

## **Managing Attendance**

**Course duration: Half day**

**REF: MA3**

### **Who is it for?**

This course has been designed for anybody in a managerial or supervisory role

### **Overview**

This course is designed to provide attendees with an introduction to the concept of managing attendance (including methods of monitoring and control measures) and an overview of pertinent legislation and good practice..

### **Objectives**

- ✔ Understand the implications and 'costs' of workplace absence
- ✔ Developing a practical approach to 'problem situations' and performance issues
- ✔ Effectively monitoring and managing short and longer term absence
- ✔ Tackling specific issues with confidence and fairness
- ✔ Understanding your own organization's current policies and procedures, and being aware of key pieces of legislation

All of our courses can be tailored to meet you organisations objectives:  
**0845 387 0269**