

Why Monitor Absence?



Learning outcomes:

- Recognise a number of absence management statistics.
- Identify direct and hidden potential cost to the organisation.

What you will need:

Handout 1 - Hidden Costs of Absence

Handout 2 - Why Monitor Absence

Content and suggested timings:

Introduction	5 mins
Some statistics – higher/lower	15 mins
Duty of care – employee relations	10 mins
Costs – direct and hidden	20 mins
Total duration:	50 mins

Introduction



Introduce the topic of dealing with absence in the workplace.

There may be issues arising from planned absence, in terms of managing workload, but generally these are less of a problem.

Explain that the focus of this session is going to be on sickness absence which can have a variety of adverse effects on an organisation if not managed effectively.

Some statistics - higher/lower



Ask the following questions. Get delegates to shout out their answers. As delegates give their answers – respond with 'higher' or 'lower' to create some energy in the room whilst working towards the right answer for each question. (Source document CIPD Absence Management Report 2014).

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