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Dealing with Absenteeism

Course Overview

Employee absenteeism is one of the most common workplace problems facing employers in today's workplace. Legitimate illnesses still account for the majority of employee absences, but some studies have shown that less than one-third of absences from the workplace are related to poor health.

Target Audience

The course is pitched at Team Leaders, first Line Supervisors and Line Managers and Trade Union representatives.

Prerequisites

There are no prerequisites for this course.

Duration

- 2 Days

Course Outline

The course provides a practical approach to the legislative and statutory requirements of dealing with absenteeism in the workplace.

The course is divided into the following Modules:

- Understand what is absent or absenteeism.
- Determine what it means and the implications if overlooked.
- The common law duties and legislative requirements.
- Consider what will happen if I do not deal with it.
- Determine the harm that can be done if an employee is a few minutes late.
- Consider the questions, questions and more questions.

The delegates will receive a practical Industrial Relations file, divided into the various courses and modules for easy reference.

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