**Education Personnel Services**

**Unlock the Benefits of Effective Sickness Absence Management**

**Online Training Session**

**29 January 2025 – 10.30 am**

Are you a newly appointed or promoted manager responsible for managing staff? Or perhaps an experienced manager looking for a refresher? Join our comprehensive **Managing Sickness Absence** course and transform your approach to staff absences!

**Course Highlights:**

* **Boost Staff Retention & Motivation**: Learn strategies to keep your team focused on wellbeing and encouraging good attendance.
* **Improve Productivity**: Discover how effective absence management can lead to a more productive and positive environment for all staff.
* **Cost Savings**: Implement policies that can save on supply costs and other budget areas.

**What You’ll Gain:**

* **Practical Skills**: Master the day-to-day management of staff sickness with appropriate documentation and meetings.
* **Policy Implementation**: Understand the importance of the Absence Management policy and how to apply it fairly.
* **Effective Referrals**: Get practical guidance on making referrals to occupational health providers.
* **Comprehensive Understanding**: Navigate both short-term and long-term absence processes with confidence.

**Interactive Learning Experience:**

* **Engaging Sessions**: Participate in a mix of tutor input, examples, and group discussions.
* **Applications**: Apply what you learn to support your employees and create effective absence recording to help identify where improvement is needed.

**Course Details:**

* **Duration**: 1.5 -hour virtual session
* **Format**: Interactive and practical

Don’t miss this opportunity to enhance your management skills and create a supportive, productive work environment. Sign up today and take the first step towards effective sickness absence management!

The dates of training are below. To book a space on any of these workshops please. contact us via [hrbusinesssupport@hants.gov.uk](mailto:hrbusinesssupport@hants.gov.uk) where colleagues will be able to assist you. Once registered you will be sent an invite to the Teams meeting. Please note this is a discretionary service so a charge of £75 per delegate is applicable.