



# Managing Absence

## Details

**Duration:** 1 Day

**Delivery:**

Online/Classroom/Blended

**Dublin:** April 16, 2021

Dublin: July 8, 2021

Dublin: Nov 2, 2021

**Time:** 9.30 am– 5.00 pm

**Venue:**

Ibec  
84-86 Lower Baggot Street  
Dublin 2

**Cost:**

Ibec member: €385

Non-member rate: €425

## Programme Overview:

Absence is one of the most persistent problems affecting productivity, profitability and competitiveness. Days lost due to absence are a major drain on the economy and the competitiveness of individual organisations. All companies must have a comprehensive and continuing absence management policy in an effort to confront the issue. However, dealing with staff who have an attendance problem can be a problematic issue which tests the skills of the line manager and the HR practitioner.

## Programme Outcomes:

The purpose of this programme is to give participants

- An understanding of best practice in the field of absence management
- An ability to analyse the scale and impact of absence in your workplace
- The skills involved in managing the process will be highlighted and practised during the programme
- Knowledge and appreciation of the applicable employment law in this area

This is a practical programme, which involves the use of case studies and gives participants an opportunity for discussion on the options and approaches to the problem.

## Approach:

This is a one-day programme. There are a number of activities and case studies as part of the course to ensure that the key knowledge and skills are practiced.

The programme is delivered by experienced Ibec executives who provide members with advice, consultancy and training on a daily basis. Participants are encouraged to express their views and experiences. Case studies and exercises will be used to ensure a real practical understanding of each topic.



### Who Should Attend?

Managers and HR specialists who wish to improve their knowledge, competencies and skills in the area of absence management. Also suitable for line managers with responsibility for managing absence within their teams.

### Programme Schedule:

#### Introduction and Overview

- Introduction
- Objectives of the Programme

#### Managing Absence – Practical Considerations for Managers

- Defining and measuring absence
  - Defining absence and metrics
- Absence policies
  - Absence Reporting
  - Medical Certificates
  - Sick Pay
- Tools of absence management
  - Return to work discussions
  - Role of Occupational Health
  - Other preventative tools

#### Managing Absence within the Law

- Dismissal on the Grounds of Incapacity
- Fair Procedures
- Equality Issues
- Medical Reports
- Short-term Absence
- Long-term absence
- Stress Related Absence
- *Case Studies – at various stages above*

#### Programme Close & Evaluation

#### Contact:

For further information,  
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