

Core Management Series – Managing Sickness and Absence

Programme Overview

Summary

This highly interactive workshop develops managers' confidence and capability to proactively manage sickness and absence in their teams. The day covers both short and long-term absences and considers how to manage the complexities that can arise as absence progresses.

Using challenging scenarios, managers apply their existing skills and knowledge of the processes to consider how to manage situations as they progress.

The workshop covers how to approach the various meetings involved, how to get the best out of occupational health referrals and the legal importance of managing sickness and absence correctly.

Delegates will be stretched and challenged throughout the day and leave the workshop with the confidence to manage sickness and absence using the correct processes and to support the mental and physical health of their team members.

Style and Approach

The workshop uses a variety of interactive approaches including scenario-based application tasks, facilitator feedback and group tasks to practice and develop skills rapidly throughout the day.

Programme Structure

One day

Audience

Line managers

Group size

16 Participants

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Preparing for the workshop

A pre-course questionnaire will be sent before the course and managers should familiarise themselves with the relevant sections of the Essential Managers Portal to ensure they get the most benefit from the workshop.

Programme Topics

- The costs and impact of sickness absence
- Policies and trigger stages – what they are and what to do when they're reached
- Handling sickness and absence proactively
- Understanding sick leave
- Types of meetings involved in managing sickness
- When to use reasonable adjustments
- Handling issues with stress
- Avoiding unconscious bias
- Where to find sources of support for you and your employees

Outcomes

Having attended this course, you will be able to:

- Understand and be able to practically apply the MFA and MFH policies in a consistent and fair manner
- To increase confidence in managing short term and long-term sickness absences
- Understand and be able to apply the short-term trigger stages and progress through the process
- Be able to effectively undertake return to work discussions and identify support where applicable
- Effectively apply appropriate behaviours to enable constructive and supportive conversations
- Apply learning from the practical scenarios to managing their employees
- Be able to articulate who is involved in the process, their role in the welfare meetings and when to engage with the ER team and Occupational Health
- Understand the meetings involved in managing sickness

How to Apply:

You can self-nominate via Oracle.