

Managing Sickness Absence – Building on your personal effectiveness

How to manage long and short term absence following established procedures.

It is essential for managers to spot the signs when staff may be at risk of going off sick, or when short term absence may develop into something longer term.

Course Outline

This session provides an overview of why it is so important to manage absence. It shares details of the best way to manage both long and short term scenarios to achieve the best possible outcomes, both for the individual and the school.

By the end of this session delegates will be able to:

- Appreciate the benefits of managing absence
- Understand the associated legal context and the importance of following procedures and maintaining suitable records
- Understand the available tools and reference points
- Possess the knowledge to manage sickness absence in your school, now and in the future
- Understand the importance of holding return to work interviews.