



## eLearning: Its ok to talk: managing sickness sympathetically

### Introduction

In a fast paced busy learning environment it is often hard to keep up to date with the latest learning, yet we know that as leaders and managers it is vitally important that you do. The Leadership Centre of Excellence is hosting a Leadership Summit follow up for our AfC staff to develop and update their skills and knowledge in people management.

This workshop is focussed on supporting our leaders and managers to develop the best possible techniques to confidently manage sickness & absenteeism in the workplace. We know that failing to manage absenteeism and sickness at work is an expensive business and costs the public sector a considerable amount of money each year. If we work together to effectively manage absence at work, we can avoid those challenges in AfC. The aim of this workshop is to share with leaders and managers the policy on managing sickness and discuss how those in managerial roles can improve staff motivation and wellbeing whilst reducing poor attendance.

These learning events are for all leaders in the organisation who have line management responsibility. The workshops will bring colleagues together to share best practice, hear about developments with the organisation and refresh knowledge.

### Learning Outcomes

By the end of the session delegates will:

- Be able to identify the top 10 absence issues facing AfC.
- Have knowledge of the Company ill health policy.
- Be aware of the skills to facilitate ill health discussions and know own role in the process.
- Be able to describe the steps in a return to work interview.
- Have greater confidence in conducting formal meetings under the policy.
- Know how to record, monitor and review absences.

Audience	Youth, Sports and Culture, Social, Family and Voluntary Support, Justice and Crime Prevention, Health, Education, Early Years and Childcare, Business Support
Age Ranges	0 - 5 yrs / 5 - 7 yrs / 7 - 11 yrs / 11 - 19 yrs / 19 yrs
Trainer	Various Trainers

Start Date	Venue	Times	Event Code
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