

Derek Hendrikz Consulting Presents:

# Management of Workplace Absenteeism

Duration:	1-day
Max. Participants:	20
Facilitators:	1
NQF Level:	5
SETQAA Accreditation:	Services SETA – Decision Number 2072

## About the workshop:

The workplace absenteeism programme is aimed at assisting organisations to prevent, reduce and eradicate employee absence. The methodology is practical in nature and attendees will leave the session with a pro-forma strategy, policy and absenteeism programme, customised to their specific organisations. A holistic approach is followed and delegates will work through the theory, issues, causes and remedies of workplace absenteeism.

## The workshop outcome:




On completion of this programme the participant should understand workplace absenteeism and introduce methods and programmes to reduce employee absence.

## Workshop Objectives:

Participants will achieve the workshop objective by being able to:

- Understand workplace absenteeism and its various dimensions;
- Know what causes workplace absenteeism; and
- Prevent and eradicate workplace absenteeism through effective prevention programmes, policy and strategy.

## Included:

-  All programme materials and handouts.
-  Issuing of certificate on completion of programme.
-  Permanent record keeping of all programme results and assessments.

## Training methodology:

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace.

As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

**Programme:**

Time:	Day 1:
08:00-10:00	Introduction to Workplace Absenteeism.
10:00-10:30	<i>Convenience Break</i>
10:30-12:30	Causes of Workplace Absenteeism.
12:30-13:30	<i>Lunch</i>
13:30-15:00	Eradicating Workplace Absenteeism.
15:00-15:15	<i>Convenience Break</i>
15:15-16:00	Workshop Review and Evaluation

**Who Should Attend?**

- People on all management levels (Senior; junior; middle; line and supervisors).
- OD & HR specialists.
- Personnel Practitioners.
- All people who are interested in the field of managing workplace absenteeism.

**Programme:**

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***Introduction to workplace absenteeism:***

- Defining workplace absenteeism.
- The cost of workplace absenteeism.
- Measuring workplace absenteeism.
- Theories on workplace absenteeism.
- Health & Safety issues.
- Dismissal for workplace absenteeism and other legal issues.

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***Causes of workplace absenteeism:***

- Employee attitude.
- Organisational problems.
- Ineffective control.
- Ill health.
- Psychological & sociological problems.
- Complex causes.

***Eradicating workplace absenteeism:***

- Developing a workplace absenteeism programme.
- Developing a workplace absenteeism policy.
- Uplifting employee morale.
- Motivating employees.
- Institutionalising employee significance.
- Absence reporting measures.
- Incentive schemes.
- Other prevention methods.
- Fighting workplace absenteeism through strategy.

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