



*fusionHR*  
IT'S A PEOPLE THING



## Attendance Management

Use pro-active methods to reduce absence and costs

### Target Audience

Senior Leaders – This course is aimed at leadership teams, HR Managers and Business Managers

### Course Details

Reduce absence by understanding how to effectively and proactively manage staff attendance

- Learn how to effectively manage short-term, intermittent or long-term absence
- Develop your understanding of Attendance Management to ensure that your policy and process is up-to-date
- Learn the best way to deal with lateness or unauthorised absence
- Understand your role as manager in the attendance process
- Gain the knowledge to get the best out of an Occupational Health or Counselling referral
- Understand the best way to track and monitor attendance
- Consider how the Equality Act can affect your absence decisions.
- A breakdown of the latest legislation and tribunal outcomes

### Cost

SLA Clients: £95 + VAT per person

Non-SLA Clients: £120 + VAT per person

### How to Book

Call 01924 827869 or go online to [www.fusionbusiness.org.uk](http://www.fusionbusiness.org.uk) to book.

[enquiries@fusionbusiness.org.uk](mailto:enquiries@fusionbusiness.org.uk)  
[www.fusionbusiness.org.uk](http://www.fusionbusiness.org.uk)  
01924 827869

## Half-Day Workshop

**Date:** TBC

**Time:** 8.30am registration  
9am – 12noon

**Venue:** TBC

### Speaker Profile

FusionHR have over 60 years' combined experience in providing HR services to businesses and education, allowing them to apply relevant examples and advice in training situations. As certified power presenters the workshop will be informative and interactive.