



Business Training Experts

Attendance Management

Programme Overview

- Fully appreciate and understand the importance of absence management.
- Identify and resolve absence and performance issues.
- Deal with problem situations in a timely and effective manner
- Know the key legislation that governs absence management.

Programme Outline

The Cost of Absenteeism

- The Financial and Non-Financial Cost of Absenteeism

Key Legislation

- Dismissal Law
- Disability Discrimination
- Harassment Law

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