

Who should attend?

This one-day course is aimed at employers who wish to reduce staff absence and promote a healthy workforce.

The course is ideal for:

- Line Managers
- Supervisors
- Personnel, Welfare and Training Officers
- Human Resources Officers and Assistants
- Anyone who has a responsibility for the attendance of others.

Participants are encouraged to express frank opinions and share experiences.

Hull and East Yorkshire Mind
41 - 45 Beverley Road
Hull
HU3 1XH

Don't wait until stress in the workplace becomes a sickness absence problem.
Call MindWorks today!

Phone: 01482 240134
Fax: 01482 336878
E-mail: mindworks@mindhey.co.uk



Hull and East Yorkshire Mind
Registered Charity Number: 1101976
Company Number: 4936165
Charity Registered in England



www.mindworkstraining.co.uk

Effectively Managing Employee Absence

Is sickness absence costing your organisation?

Become better equipped with good practice methods to manage absence confidently and effectively with this training course.



Tel: 01482 240134

What's in it for you?

- Reduced overheads related to sickness absence and poor productivity
- Increased productivity through a healthy and reliable workforce
- Reduced recruitment costs associated with replacing staff with poor attendance or long term sickness absence
- Reduced stress levels for colleagues taking on additional workloads due to staff absence
- Ability to attract and retain higher calibre staff



What will you learn on the day?

- What are the key causes of sickness absence
- A basic overview of the common mental health problems which account for the majority of sickness absence
- What underlying factors can be contributing to poor attendance
- How to manage sickness absence effectively with the aim of reducing sickness levels

"Each case of work-related stress, depression or anxiety related ill health leads to an average of 30.2 working days a year lost."

(Source: HSE/ Labour Force Survey)



- How to support and retain staff with ongoing health problems
- Reasonable adjustments that can be put into place to enable a return to work or avoid the need for sickness absence
- Understand your legal responsibilities

The emphasis is on learning through experience.

There will be discussion and inter-active practical exercises throughout the day.

