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Trainer Information

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals. For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates. She is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licenced to deliver MBTI (Myers Briggs Type Indicator), DiSC and C-me tools.

Booking Information

To book a place/s email bookings@networkforpractices.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 14 days from date of invoice.

Managing Absence

Date: 4th November 2022
Times: 0930 –1630
Venue: Zoom Online Platform
Places available: 12

Fee/s: NfP Members £90
Non Members £135

This workshop is suitable for: Managers, Team Leads, and staff in a supervisory role, clinical and non-clinical

Introduction

Do you have a member of staff who always seems to be ill on a Monday or even a sneeze and they are off for a week. You may have a staff member with a long term genuine medical condition, how do you manage that? Other types of absence will also be discussed.

NB This workshop is not intended to be a substitute for specific legal advice, it will cover general principals and signpost to experts.

Aims

- To have the confidence to manage absence in a compassionate way and staying focussed on the business needs.

Learning Outcomes

By the end of the workshop you will:

- Have discussed all types of absence
- Understand the importance of your absence policies
- Have considered scenarios and discussed ways forward
- Have more confidence in giving feedback
- Have discussed how to follow policy, ensure the business need is met and show compassion
- Know where to go for specific advice on individual cases.