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### Consultant Information

**Nicola Ford** has spent almost 20 years working across a range of industries and sectors, gaining valuable experience from creating contracts and policies through to TUPE and management of complex cases. Nicola is now an independent HR consultant and strives to deliver high levels of customer service with a personal touch.

Alongside her HR experience, Nicola also enjoys delivering training that covers all areas of managing people. This includes how to recruit and onboard; making appraisals effective and purposeful; managing capability and conduct; leadership skills and how to drive employee engagement. She prides herself on delivering practical and informative courses.

### Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto: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 30 days from date of invoice.*

## Managing Absence: From Informal Steps to Dismissal

**Date:** 3<sup>rd</sup> June 2025  
**Times:** 1200 - 1330  
**Venue:** Zoom Online Platform

**Places available:** 12

<b>Fee/s:</b>	<b>NfP Members</b>	<b>£60</b>
	<b>Non Members</b>	<b>£105</b>

**This course is suitable for: Practice Managers, Line Managers and Partners**

### Introduction:

This is a practical session that gives participants the confidence to deal with absence management, helping reduce absence in the workplace and increase productivity.

It delivers practical advice and guidance on managing short and long-term absence through to medical capability, dismissal and the law.

This short workshop will help you as a line manager to:

- Know the legal and contractual issues around absence management
- Have the confidence to tackle short and long-term sickness absence
- Know how to have effective absence management conversations

**Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH**

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