

Employee Absenteeism

Organizations are struggling to get grip on excessive absenteeism. Absence affects more than just the person who is absent. It can lead to significant costs to the organization, as well as causing long-term harm to the employee. The goal of this course is to analyze the causes of absenteeism, the impact on the workplace, and guidelines on how to manage absenteeism.

Course Outline

- Understanding Absenteeism
- Types & Causes of Absenteeism
- Know Your Problem
- Measuring Absenteeism
- Attendance Management Program

Who Should Attend

All level staff such as:

- All staff from different positions, HR and personnel professionals, line-managers, head of department, team leaders and supervisors

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Course Duration

The standard duration of this course is 12 contact hours.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the types and causes of absenteeism and the associated costs from not directly tackling absenteeism
- Identify whether an organization has absenteeism problem
- Describe how to measure absence and turnover
- Implement an effective Attendance Management Program

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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