



Training 'Taking charge of absenteeism'

Purpose

As a manager or HR professional, are you aware of your role in managing absenteeism? By initiating conversations early and guiding employees more proactively, you can positively influence the absenteeism process and gain more control. Our absenteeism management course helps reduce and prevent absence due to sickness within your organization. Curious to learn more? We are happy to help!

Content

This training focuses on preventing absence, having absence-related conversations and understanding the relevant legislation. The content is tailored in consultation with the company. The sessions are practical and hands-on. There is plenty of space to practise together with colleagues and to share experiences around absence and guidance.

Programme

Session 1

- Legislation and internal absence policy
- Privacy (GDPR) in case of absence
- Roles and responsibilities of the manager during absence
- Receiving a sick report
- Talking about frequent absence

Session 2

- Absence conversation with your employee
- Guidance during long-term absence
- Prevention of mental health related absence
- Follow-up and actions for the future



Practical information

- Maximum group size: 10 participants
- Duration: 2 half-day sessions (ask about options)
- Total lead time: approx. 2 months
- Instruments: behavior and drives analysis
- Location: in-company or at an MEPD location
- A+O Metalektro affiliated companies may be entitled to subsidies for our services.

Curious about our other trainings and workshops?

You can find them on www.mepd.nl/trainingen/ or contact us via info@mepd.nl