

Course outline

Disability-Smart Attendance Management



About this course

This training module is designed to provide People Managers with the knowledge and skills to provide disability-related guidance and support relating to sickness absence of disabled employees. This workshop addresses common barriers and adjustments to attendance management policies and practice through practical learning activities and the exploration of case studies, and scenarios that are common to the workplace.

Learning Aims

Delegates who attend this course will:

- Understand disability and the legal requirements to support disabled employees in the workplace
- Identify barriers to sickness and absence practices and make reasonable adjustments to remove them;
- Learn when and how to apply best practice in adjusting trigger points in order to avoid disadvantaging staff
- Learn key considerations for reviewing and recording adjustments
- Understand best practice in having sensitive conversations with employees about disability
- Use best practice in supporting employees during long term sickness absence and the return to work
- Know where to go for further information and support

Further details:

Recommended learning audience:

- People Managers
- Team Leaders
- Supervisors

The workshop will run for 3.5 hours and will include breaks

Cost: £850 for Members £1000 for Non-members

