



# On course for sickness absence management

Because everyone needs a back-up plan



Effective sickness absence management is key for employers who understand its impact on productivity and who want to control costs. Businesses like that talk to their staff about being fit for work, maintaining good health and improving resilience, all of which is beneficial for employees too. But those conversations, particularly about sickness absence, are not always easy or comfortable.

This workshop is designed to highlight the importance of absence management and contains practical advice on managing employees who are absent from work due to illness or injury.

<b>Who should attend?</b>	The workshop is primarily aimed at line managers and HR professionals.
<b>Why?</b>	Participants will learn about, discuss and try out a range of practical tools they can use to support employees through sickness absence.
<b>What does it cover?</b>	<p>At the end of the session, participants will be more confident about:</p> <ul style="list-style-type: none"><li>• The cost of absence to businesses</li><li>• Recognising absence trends</li><li>• Supporting an employee through sickness absence</li><li>• Recording absence effectively and using data</li><li>• Return to work planning</li><li>• Conducting return to work interviews</li><li>• Using some practical absence management tools</li></ul> <p>All this will be illustrated through case studies and group discussion.</p>
<b>Who delivers the workshop?</b>	A Vocational Rehabilitation Consultant from the Unum team experienced in helping employers manage absence through early intervention and has seen the techniques featured in the session work in practice.
<b>How long do the sessions last?</b>	2 to 2.5 hours.
<b>How many participants at each one?</b>	10 to 25.
<b>Do they have to be face-to-face?</b>	No, the workshop is also available as a webinar.
<b>Any pre-work?</b>	No, although we may need to do a little with you ourselves so we understand your business issues and can make sure the workshop meets your specific needs.

Registered office:  
Milton Court  
Dorking  
Surrey RH4 3LZ

Unum Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered in England 983768.  
We monitor telephone conversations and e-mail communications from time to time for the purposes of training and in the interests of continually improving the quality of service we provide.

Copyright © Unum Limited 2014

Tel: 01306 887766    Fax: 01306 881394