



Network for
Practices Ltd



Managing Absence

Date: 26th November 2020
Times: 0930 –12:30 (*Registration 0915*)
Venue: Brynhyfryd Medical Centre, SA5 9EA
Places available: 15

Fee/s:

NfP Members	£55
Non Members	£85

This workshop is suitable for: Managers, Team Leads, and staff in a supervisory role, clinical and non-clinical

www.networkforpractices.co.uk

Trainer Information

Deryl Dix works independently as a facilitator, trainer & consultant with considerable experience in developing leadership programmes and in well-being and mental health in the workplace. In addition to working throughout the UK, Deryl has worked internationally, frequently delivering programmes in France, Belgium, Germany, China, India, and Singapore. Deryl's professional experience has included being Director of FPA Wales for ten years and employment at Director level in a further two UK wide charities. In addition, Deryl is affiliated to numerous organisations as an associate. With a background in drama and theatre, creative methods are frequently utilised in her delivery. Deryl is also qualified to teach Mindfulness-based stress reduction (MBSR) courses.

Booking Information

To book a place/s email
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 14 days from date of invoice.

Introduction

Do you have a member of staff who always seems to be ill on a Monday or even a sneeze and they are off for a week. You may have a staff member with a long term genuine medical condition, how do you manage that? Other types of absence will also be discussed.

NB This workshop is not intended to be a substitute for specific legal advice, it will cover general principals and signpost to experts.

Aims

- To have the confidence to manage absence in a compassionate way and staying focussed on the business needs.

Learning Outcomes

By the end of the workshop you will:

- Have discussed all types of absence
- Understand the importance of your absence policies
- Have considered scenarios and discussed ways forward
- Have more confidence in giving feedback
- Have discussed how to follow policy, ensure the business need is met and show compassion
- Know where to go for specific advice on individual cases.

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

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