Boosting Attendance: Strategies to Reduce Absenteeism

In-Class

8 hours

EGP 2,680

Course Description:

This comprehensive course is designed to equip, HR professionals with the tools and strategies necessary to effectively reduce absenteeism within their organizations. Participants will explore the underlying causes of absenteeism, including employee engagement, workplace culture, and personal factors.

Target Audience:

HR Professionals

Course Objectives:

By the end of the course, participants will be able to:

- Understand the types and causes of absenteeism and the associated costs of not directly tackling absenteeism.
- Describe how to measure absence and turnover & how to implement an effective Attendance Management Program.

Course Outline:

Module 1: Understanding Absenteeism: Definition and Impact

- Overview of absenteeism
- Importance of addressing Absenteeism in Organizations
- Cost of Absenteeism
- Types and causes of Absenteeism

Module 2: Measuring Absenteeism: Metrics and Methods

- Identifying and addressing root causes
- How to measure Absenteeism?
- Strategies for managing Absenteeism
- Attendance management program

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Course Language:

English

Prerequisites:

N/A