

# Attendance Management

Wednesday, November 17 — 8:30 a.m. to 4:00 p.m.

## Instructors

*Elizabeth Hill, Rhonda Kupfer*

## Seminar Description

In this seminar, we will discuss the factors contributing to high absenteeism and the resulting organizational costs, which are likely to be greater than the cost of wages and benefits paid during the absence. We will also offer solutions, including the pros and cons of an Attendance Management Program, with ideas on how to implement such a program successfully in your organization.

Other aspects of the topic will be explored, including the impact of workplace culture and supervisor/employee relationships on employees' commitment and engagement, support mechanisms that can help an employee return to work following a period of absence, and the distinctions between sickness vs. disability and how these should be applied in the workplace.

The following topics will be covered in an interactive way:

- Causes of absenteeism
- Absenteeism versus 'presentee-ism'
- How to minimize attendance issues in an organization
- Understanding the types of absences — culpable versus non-culpable
- Addressing employees' performance issues caused by attendance issues
- Modified work and accommodation — how to use and when
- Critical elements of an Attendance Management Program

Time will also be devoted to issues and concerns raised by the participants, as well as to case studies.

By the end of the day, you will have a clear understanding of the different approaches to handling absenteeism and be prepared to take them back to your workplace.

## Who will benefit from attending?

This seminar is designed to benefit anyone who supervises people or influences the supervision of people: senior managers, line managers, and supervisors, including HR professionals and managers.

## How will they learn?

Maximum class size is 25 attendees to ensure optimal interaction and discussion. Every course includes both experiential and theoretical learning, as well as take-away manuals.

## How much does it cost?

- Regular fee for full-day course: \$325 (*plus HST*)
- 10% discount for early-bird registration
- 10% discount if one person registers for two or more courses at the same time

## Where are the sessions held?

Suite 27-28, 1621 McEwen Drive  
Whitby, Ontario L1N 9A5  
(south of Hwy. 401 — exit at Thickson Rd.)  
*Full directions provided on registration form.*