



Legal/Best Practice



Skill Builder



Career Builder



Management and Supervisory – Return to Work Interviews – Absence Management

Course Code: CT077

This course enables staff to carry out effective, mutually beneficial interviews, when employees return to work following an absence, in line with HR best practice and employment law.

Course at a glance

- The cost of absence
- Implementing the policy
- The return to work interview
- Linking absence to the disciplinary process and employment law
- Establishing/use of an Absence Management policy
- Handling the sickness notification call
- Skills and behaviours for an effective interview
- Managing sickness review discussions
- Course assessment and review

	At Brandon Training Centre	On-site
Duration	1 day	1 day
Cost	£200 + VAT per day	£1,800 + VAT per trainer per day on-site
Minimum number of delegates	1 – attending an Open Course Booking	8
Maximum number of delegates	12	12
Certification	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or www.brandontraining.co.uk