

**‘MANAGING AND REDUCING
ABSENTEEISM’**

***AN E-LEARNING TRAINING COURSE
FOR MANAGERS***

LABOUR LAW AT WORK

Facilitated by

JEREMY CHENNELLS

The management of absenteeism in the workplace is increasingly being viewed as a core strategic focus in the workplace. Significant costs can be saved through the implementation of a holistic absenteeism management program.

Jeremy Chennells, the founding partner of Chennells, Brummer and Associates, has worked as an advisor in Labour Law and Industrial Relations over the past thirty years. He served as a part-time Commissioner with the CCMA for its first fifteen years and presently serves on the Tokiso Panel as an Arbitrator and Mediator.

His workshops which have been presented throughout South Africa, have included training interventions in the management of absenteeism. These workshops have become well known and sought after, for their unique blend of legal-cum-practical application.

AN E-LEARNING COURSE: ‘MANAGING ABSENTEEISM IN THE WORKPLACE’:

Following the extensive success of Jeremy’s interventions in the reduction of absenteeism he has developed an e-learning training course, designed to guide and assist managers, in how best to manage and approach all aspects of absenteeism and non-attendance. The course provides guidance on ‘Best Practice’ in relation to all facets of absenteeism which a manager might have to deal with. It seeks to reinforce the approach adopted by Labour Courts and the CCMA.

Course participants can work through the e-learning course in their own time and at their own pace.

In addition, the e-learning course provides a 24 hour ‘on-line Help Desk’ support service to participants, where they can seek advice in regard to any absenteeism related issue.

CONTENT: E-LEARNING ABSENTEEISM MANAGEMENT COURSE

- Module 1: Understanding the problem of absenteeism**
- Module 2: What is absenteeism**
- Module 3: Measuring the rate of absenteeism and costs to the business**
- Module 4: Monitoring absenteeism in the workplace**
- Module 5: Procedures for managing absence: misconduct and incapacity**
- Module 6: Incapacity procedures**
- Module 7: Persistent and excessive absence due to illness and/or factors beyond the employee's control**
- Module 8: Prolonged ill-health, disease and disability (long-term absence)**
- Module 9: Absence without leave (AWOL), late-coming and malingering**
- Module 9: Desertion**
- Module 10: Medical certificates and absenteeism**
- Module 11: A holistic approach to improving attendance at work.**

Each Module is designed to be completed in 30 to 40 minutes.

The BENEFITS OF THE E-LEARNING COURSE

- **Participants complete the course in their own time and at their own pace.**
- **A comprehensive Absenteeism Manual, mirroring the content of the online program, is available to all registered participants.**
- **Pro-forma policies, checklists and guidelines are provided to assist in the implementation of a faultless absenteeism management system.**
- **Detailed reports are generated which monitor the participant's progress**
- **An on-line help desk is available to resolve any questions or concerns that are not clearly covered in the program or in the manual or which might be encountered by the participant in the workplace.**
- **All registered candidates are issued with a certificate of completion.**
- **Participants are provided access to public or internal seminars at reduced rates.**

WHO SHOULD REGISTER FOR THIS COURSE?

HR Practitioners, Labour Law Practitioners, Senior and Junior Line Managers, Trade Union Officials, Shop Stewards, Occupational Health Practitioners and members of the public, interested in general management of the workplace.

FOR MORE INFORMATION, REGISTRATION PROCESS AND COSTS.

Please contact absence@chennellsbrummer.co.za