

# ATTENDANCE MANAGEMENT



High performing organisations have higher levels of employee attendance.

Attendance Management Strategies are highly successful in reducing absenteeism and sick leave costs. Attendance Management is not solely the responsibility of the HR department; Managers have a crucial role to play in tackling recurring short term absences and increasing attendance rates.

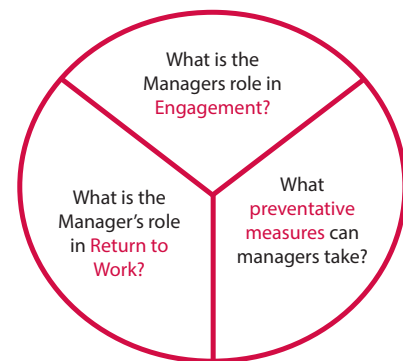
Our Attendance Management Programmes are proven to increase attendance and reduce costs.

## Our Approach

We in OMT Global believe in a 'down-to-earth' practical approach that builds on theoretical concepts and also focuses on what can yield the required results in the work place.

OMT Global Attendance Management Programmes are highly interactive and promote learning through the use of a variety of delivery methods including active working groups, peer to peer discussion, tutor led presentations and plenary group sharing.

## Attendance Management Prevention Rather than Cure



## Key Learnings are

## Your Managers Will

Reviewing Data

Understand organisational data on absence and the real cost of absence. Identify patterns.

Designing an Attendance Management Strategy

Understand the Manager's role in owning an Attendance Management Strategy. Understand legal considerations and HR supports.

Understanding Employee Engagement

Understand manager's role in employee engagement and sustaining high performance.

Implementing Return to Work Conversations

Recognise the importance of Return to Work Conversations for short term recurrent absence

Developing an Attendance Culture

Review tools for developing and maintaining an attendance culture. Design action plan for department.