

Employee Absenteeism and Grievance Procedures

Training course offered by VETTA Communication (Pty) Ltd



OBJECTIVES

Employee absenteeism costs organizations millions in lost revenue. However, employee absenteeism is not just an employee issue. It is equally an organizational problem and therefore becomes everyone's responsibility. This highly practical training workshop dispels the many myths around employee absenteeism and details how to implement an effective absence management programme within the organization.

COURSE CONTENT

- **Understanding Absenteeism**
 - What is absenteeism
 - Costs of absenteeism to the Organization
- **Learning about different types of Absenteeism**
- **Knowing your Problem**
 - Do you have an absenteeism problem?
 - Ask the right questions
 - Use the information
- **Learning how to Effectively Measure Absenteeism**
 - Absence (lost time, frequency)
 - Turnover (separation, stability)
- **Learning how to Effectively Manage Absenteeism**
 - Purpose
 - Employee handbook
 - Attendance policy
 - Training and coaching
 - Corrective action
- **Grievance Procedures**
 - Identifying the grievance
 - Procedures to follow
 - The Labour Act
 - Monitoring performance
 - The follow through

Workshop suitable for human resource, team leaders, supervisors, and managers

COURSE DETAILS

Duration: ½ day

Date: 2011

Time: 08h30 - 16h30

Cost: R825.00 p/person excl. 14% VAT

Included: Mid morning snack, refreshments, facilitation, training notes, E-certificate and unlimited post training support.

Venue:

This workshop can also be presented at your premises

Book on line www.vetta.co.za or contact 086 111 VETTA (83882) Email: info@vetta.co.za



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"Passion colours everything it touches"

