Managing Absence in Library and Information Services (Training Packages Series)

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This course is aimed at LIS supervisors and line managers and those who wish to manage absence on a team or departmental level. It is designed as a modular two-day programme, with the flexibility to either deliver it complete, or as 14 separate sessions ranging from 30 to 90 minutes. The course contents for day one include: introduction and objectives; the benefits of managing absence; defining absence; quantifying absence; causes of absence; role of line managers; and procedures for managing absence. Course contents for day two include: review and preview; understanding your team; return to work interviews; case studies; do's and dont's; action planning; and review and evaluation. An A4 ringbinder is included, plus full trainer support materials including OHP originals and a delegate handout pack.

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