



DEVELOPMENT
THROUGH
MANAGEMENT
EDUCATION

**JOHN UMANSKY & ASSOCIATES PTY LTD
MANAGEMENT CONSULTANTS**

A. C. N. 007 397 471
ABN 80 007 397 471

PO Box 2203
Caulfield Junction
Vic 3161 Australia

**E : courses@umansky.com.au
T : +61 3 9572 2266
F : +61 3 9572 2972**

Managing Absenteeism

Absenteeism is an organisational illness that impacts on Productivity and Profit.

Objectives

After successful completion of this course, participants will be able to:

- Identify the reasons employees miss work
- Implement strategies for improving employee morale through feedback
- Handle conflict assertively
- Counsel frequently absent employees

Benefits

For the participant, greater confidence in managing absenteeism.

For the organisation, reduced labour costs, improved productivity and a more committed workforce.