Forhom

Formation INTRA
>HR training

COMBATTING ABSENTEEISM

Dates and duration to be agreed upon

Location to be agreed

Please contact us for a personalised quote

OBJECTIVES

- Understand the issues relating to absenteeism within organisations.
- Be able to identify, measure and map absenteeism in your organisation.
- Master the levers of action to combat absenteeism.

THE BENEFITS OF YOUR TRAINING

- Importance given to exchanging experiences, practical work and case studies;

TARGET AUDIENCE

RH managers.

GOOD TO KNOW

Example of a 5 days programme

EDUCATIONAL PROGRAMME

Module 1

Defining absenteeism

- Causes of absenteeism and various types of absences.
- Impact of absenteeism on the performance of organisations.
- Managing absenteeism: code of ethics and rules of procedure.

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Module 2

Measuring absenteeism and its impact on the organisation

- Calculating the rate of absenteeism: overall rate, breakdown per department and per activity.
- Mapping the organisation's absenteeism.
- Analysing discrepancies, researching the causes.
- Role of the various actors in analysing absenteeism: occupational physician, managers, social partners, etc.
- Evaluating the costs relating to absenteeism.

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Module 3

Setting up an action plan

- Defining objectives and communicating.
- Strengthening the rules on authorised and unauthorised absenteeism.
- Tools to monitor the presence of personnel.
- Health prevention and medical examinations.
- Various types of financial incentives.
- Incorporating indicators into the organisation's social dashboard.

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Prerequisites : Have held or currently hold a position related to the training theme