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ABSENCE MANAGEMENT

Start Date:	14/12/2026	**End Date:**	18/12/2026
Categories:	Human Resources	**Venues:**	Hamburg
Formats:	In Person	**Instructors:**	

OVERVIEW

Unmanaged absence affects cost, productivity, and fairness. This program covers how to track absence, identify patterns, and respond through the right combination of support and process. Participants learn to measure absence, distinguish genuine cases from patterns of concern, and connect absence handling to support measures and, where needed, disciplinary action.

OBJECTIVES

By the end of this course, participants will be able to: – Track and measure absence accurately – Distinguish absence types and causes – Identify patterns of concern – Apply return-to-work and support measures – Link persistent absence to disciplinary process – Handle absence cases fairly

COURSE OUTLINE

1- Why Absence Management Matters 2- Tracking and Measuring Absence 3- Absence Metrics and Reporting 4- Absence Types and Causes 5- Identifying Patterns 6- Short-Term and Frequent Absence 7- Long-Term Absence and Return-to-Work 8- Support and Wellbeing Measures 9- Return-to-Work Interviews 10- Linking Absence to Disciplinary Process 11- Fair and Consistent Handling 12- Workshop: Absence Case Review

TARGET AUDIENCE

HR practitioners and line supervisors responsible for managing employee absence.

METHODOLOGY

The program uses absence data and case reviews. Participants practice measuring absence, spotting patterns, and choosing fair, proportionate responses across the week.

CONCLUSION

Participants leave able to manage absence in a way that controls cost and remains fair, balancing support with appropriate process.

DAILY AGENDA

Day 1: Why Absence Management Matters and Measurement

Introduces the organizational impact of unmanaged absence, how to track and measure it accurately, and the key absence metrics and reporting frameworks.

Day 2: Absence Types, Causes and Pattern Identification

Covers the range of absence types and their causes, how to identify patterns of concern, and the distinction between short-term frequent absence and long-term absence.

Day 3: Long-Term Absence, Return-to-Work and Support

Focuses on managing long-term absence cases, designing return-to-work plans, and applying support and wellbeing measures that address underlying absence causes.

Day 4: Return-to-Work Interviews and Disciplinary Process

Develops skills in conducting return-to-work interviews, and covers when and how to connect persistent absence to a formal disciplinary process.

Day 5: Fair Handling and Absence Case Review Workshop

Covers the principles of fair and consistent absence handling, finishing with a case review workshop applying the full week's learning to realistic absence scenarios.

For more information, please contact us:
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