

COURSE OVERVIEW

Absence in the Workplace

TIBG-109



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Absence in the workplace isn't just about someone not turning up; it's a signal. It affects productivity, team morale, service delivery, and ultimately the organisation's ability to operate smoothly. Patterns of absence can point to deeper issues: well-being concerns, workload pressures, unclear expectations, or gaps in management practice.

Understanding absence means recognising both the human and operational sides of the problem. When leaders know *why* people are absent, they can respond early, better support staff, and prevent small issues from becoming costly disruptions.

This course sets the foundation for that awareness, helping you see absence not as an inconvenience, but as a critical insight into how your workplace really functions.

Module 1: Understanding Absence

Absence at work is the time employees spend away from their duties due to illness, injury, or personal circumstances, and it directly affects productivity, workload, and overall organisational performance.

- The difference between long and short-term absence
- Common causes
- The impact of absence
- What managers can do

Suitable for:

Line Managers, Supervisors, Team Leaders, Directors. HR professionals and Business owners.

Skills achieved:

- Absenteeism at Work (Basic)

Related Resources:

- Career Development Assessment
- Work-related stress Assessment
- Stress Reduction Assessment
- Performance Checklist
- Performance Improvement Plan Checklist
- Young Person Competency Checklist
- Young Person Working Time Checklist
- Young Person Working Time Risk Assessment
- Young Person Task Risk Assignment

Benefits:

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

Estimated Time:

18 Minutes

Related Courses:

- ADHD in the Workplace
- Disability Awareness for managers
- Essentials of Equality, Diversity and Inclusion
- Modern Slavery
- Employing Young People