MANAGING STRESS AND ABSENCE IN THE WORKPLACE

9th March 2016 – London | 15th March 2016 – Manchester

This one-day programme will provide you with an understanding of the impact of absence and the factors which contribute to absence from work. Mental health problems like stress and depression cause employers huge problems balancing sympathetic and lawful treatment with the greater demands of business especially in times of recession.

The programme will include the role of line management in controlling absence; the practical steps that can be taken to measure, monitor and combat absence; identifying particularly sensitive issues which may require expert assistance and practical advice on how to deal with absence confidentially, fairly and effectively.

Practical case studies based on extensive real life experience of the trainer will be used throughout the training.

PROGRAMME

09.30
Introduction
Absence Management
■ Is there an absence culture?
■ The legal framework
  – Employment law
  – Statute
  – Focus on disability discrimination
  – Codes of Practice
  – Health & safety law
  – Data privacy and medical reports
■ Managing attendance
  – Absence reporting process
  – The Fit for Work Scheme and the role of Occupational Health in the service
  – SSP and company sick pay
  – The Return to Work interview and process
  – Policies and procedures
  – Monitoring absences and absence levels
  – Absence trigger points (i.e. episodes, occasions, Bradford scores)
  – The role of Occupational Health including medical advice from the GP and doctors appointed by the employer
  – Employee co-operation (or lack of it)
■ Short term absence
  – Establishing the reason for the absence
  – Persistent short-term absences
  – Absence patterns
  – “Malingering”
  – Connected, underlying condition
  – Using the disciplinary process
11.15 Coffee
■ Long term absence
  – Impact on the business
  – Medical advice and support
  – Occupational Health
  – Medical reports from GPs
  – Getting a second opinion
  – Covering the role and handling long term ill-health
  – Keeping in touch and updated
  – Planning return to work
  – Implementing adjustments
13.00 Lunch
■ Sensitive issues
  – Ill health and pregnancy
  – Alcoholism
  – Drug addiction
  – Workplace injury
Stress at work
■ What is stress?
■ Why is it a problem for you?
  – Impact of stress on your business
  – Bullying and harassment
  – Long hours
  – Stress as a disability
  – Disciplinary proceedings
■ The legal framework:
  – Health & Safety law
  – HSE Management Guidelines
  – Types of claim
  – Negligence claims (PI)
  – Contractual liability
  – Discrimination
  – Employment claims
  – Guidance from the courts
■ How to manage stress in the workplace
  – Employee Assistance Programmes and support mechanisms
  – Avoiding stress
  – Tackling the issues
16.30 Close

This course can be run in-house. For further information please contact Rachel Cook on 0161 235 4562 rachel.cook@dlapiper.com or Anna Juniper on 020 7796 6632 anna.juniper@dlapiper.com
ABOUT ADVANCE

Advance is the training arm of DLA Piper, a leading global business law firm. Advance provides training programmes to help senior executives and operational managers increase their understanding of how legislation and regulation affects the way they manage their business. Our seminar style programmes are interactive, covering the practical impact of current and future legislation and case decisions.

For further information, visit www.dlapiper.com/advance or telephone Rachel Cook on 0161 235 4562 or email rachel.cook@dlapiper.com

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BOOKING FORM

Please return this form to Rachel Cook on fax number 0161 235 4505 or by post to DLA Piper UK LLP, 101 Barbirolli Square, Manchester M2 3DL. If you require further information, please contact Rachel Cook on 0161 235 4562 or email rachel.cook@dlapiper.com.

CANCELLATIONS AND SUBSTITUTIONS

If you are not able to attend, you may send a substitute. However, a refund cannot be made for cancellations received less than 14 working days before the course is scheduled to take place.

TUPE Transfers Involving the Public Sector
☐ 25th February 2016, Manchester – 101 Barbirolli Square, Manchester, M2 3DL (Ref: 2249)

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☐ 9th March 2016, London – 3 Noble Street, London, EC2V 7EE (Ref: 2248)
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