

29-30 May 2019

Date: 4-5 November 2019

Time: 9.00 am - 5.00 pm

Venue: DreamEDGE, Cyberjaya

Code: SSJ2

# MANAGING ABSENTEEISM

## OVERVIEW

Poor attendance and absenteeism at the workplace is a very serious problem especially in the manufacturing environment which needs to be addressed in accordance with accepted practices as the expense of the company's productivity. High absenteeism if not managed properly will result in higher production cost due to increased overtime payments for other employees to cover the absent employee's duties.

This course trains participants to effectively manage and deal with absenteeism at the workplace and expose wrong methods as well as practices of disciplining employees due to absenteeism.

## OBJECTIVE

- To effectively manage and deal with absenteeism at the workplace.
- To provide exposure on the wrong methods and practices of disciplining employees due to absenteeism.

## METHODOLOGY

- Training material : English language
- Lecture : Malay and/or English language
- Activities
- Q&A

## TARGET

- Human resource officer
- Manager

## COURSE CONTENT

- Introduction
- Managing Medical Leave
- Managing Absence
- Remedies for Handling Absence
- Measuring Absenteeism Levels
- Disciplinary Procedures to Address Absenteeism

## LEARNING OUTCOME

At the end of the training, participant will be able to:

- Identify the causes of employee absenteeism and recommend solutions to deal with it.
- Justify their corrective action in accordance to the rule and regulation provided under the law.

Organised by



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**NORMAL PRICE**

**RM1,750 Per Pax**

\*closing date : 22 May 2019  
28 Oct. 2019

**EARLY BIRD PRICE**

**RM1,550 Per Pax**

\*before : 22 Apr. 2019  
28 Sept. 2019

**GROUP PRICE**

**RM1,450 Per Pax**

\*min three (3) pax



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