



Employee Absenteeism

For Trainers, Operational Managers & Coaches

Exclusively Designed to
Train New and Aspiring Managers

42 Slides

07 Sections

ICARIANS

2024 version

DESIGNED & DEVELOPED FOR

- Corporate Trainers
- New Managers & Team Leads
- Organisational Development Coaches
- Operations Managers
- Aspiring Trainers and Managers
- Freelance Training Consultants



Let's Look inside

Content Topics

1. Understanding Absenteeism

2. Cost of Absenteeism

3. Types & Causes of Absenteeism

4. Know the Problem

5. Measuring Absenteeism

6. Managing Absenteeism

7. Corrective Actions

Key Highlight



42 Slides

White labelled
and completely **Editable**

Let's look at some Screenshots



Employee Absenteeism

Start Presentation 

Cost of Absenteeism

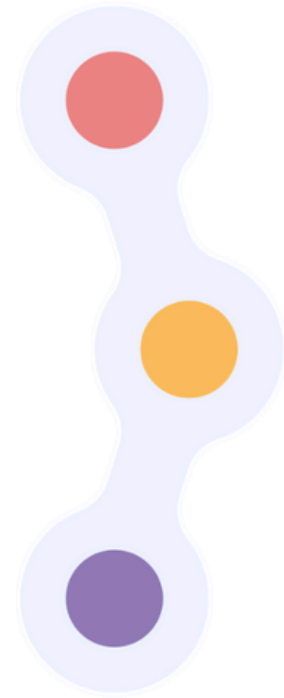


Causes of Absenteeism

Organisational

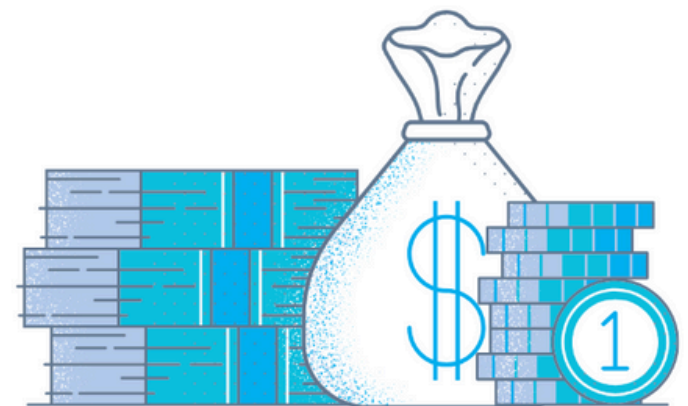
Job Related

Individual



Administrative Costs

- Increased supervisory and administrative costs in the monitoring and management of absenteeism programme
- Increased costs associated with securing replacement staff



Measuring Absence - Lost Time

$$\frac{\text{Number of Days Lost Through Absence}}{\text{Average Number of Employees X Number of Days}} \times 100$$

$$\frac{36}{100 \times 12} \times 100 = 3\%$$

Measuring Absenteeism

Let's Explore



Attendance Management Program (AMP)



Purpose

Employee Handbook

Attendance Policy

Training & Coaching

Corrective Action



Absenteeism Policy

- Regular and punctual attendance is expected of all employees
- An employee who reports to work late or is not at work as scheduled for any reason compromises the delivery of Company objectives



Cost of Absenteeism



Creatively Designed

Causes of Absenteeism

Organisational

Job Related

Individual



Administrative Costs

- Increased supervisory and administrative costs in the monitoring and management of absenteeism programme
- Increased costs associated with securing replacement staff



Measuring Absenteeism

Let's Explore



Measuring Turnover - Separation

$$\frac{\text{Number of Leavers}}{\text{Number of Employees}} \times 100$$

$$\frac{15}{100} \times 100 = 15\%$$

Corrective Action

Initial Consultation - Verbal

Initial Consultation - Written

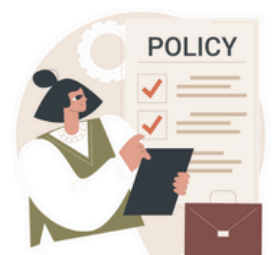
Second Written Warning

Suspension

Dismissal

Absenteeism Policy

- Regular and punctual attendance is expected of all employees
- An employee who reports to work late or is not at work as scheduled for any reason compromises the delivery of Company objectives



For Trainers, Managers, Team Leads
and Aspiring New Managers

Available to Download

Employee Absenteeism PPT

7 Sections

42 Slides

₹1495.00

~~₹3895.00~~

For any questions or
samples, click the
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