



# Attendance Management

HR, Leadership and Team Management Skills



## Introduction

Positive attendance management not only saves money but also has a positive impact on engagement, as well as providing a good basis for further action if required.



## Course Duration

SSG offer this module as part of a full or half day course which can be delivered as a classroom or virtual course.



## Course Attendees

This course is suitable for SME owners, senior managers, team leaders and supervisors.



## Course Programme

- Types of absence
- Occupational health
- The attendance management process



## Training Certification and Assessment

Following successful completion of training, SSG course attendance certificates will be issued which are valid for three years. It is recommended that certification is renewed every three years to ensure those persons responsible are kept up to date with best practices.



## Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service team for more information.

# Training Proposal



## Course Information

|                  |                              |
|------------------|------------------------------|
| Course:          | Attendance Management        |
| Certificated by: | SSG Training and Consultancy |
| Course Duration: | 2 hours                      |



## Open Course Option

|                   |   |
|-------------------|---|
| Dates:            | See dates and fees brochure or visit <a href="http://www.ssg.co.uk">www.ssg.co.uk</a> |
| Venues:           | SSG – Plymouth. Also available as a virtual course.                                   |
| Fee per Delegate: | £80 inclusive of all refreshments, handouts and certification                         |



## Private Course Option

|                      |   |
|----------------------|---|
| Dates:               | Dates can be arranged to suit client  |
| Venue:               | Client to advise preferred venue choice (SSG can arrange facilities if required, costs as detailed below)   |
| Delegate Numbers:    | Maximum of 12 delegates per course presentation   |
| Private Course Fees: | <p>Two hours – £395</p> <p>Half day – £695</p> <p>Full day – £895</p> <p>Fees are per course presentation inclusive of all handouts and certification</p>   |
| Venue Costs:         | <p>SSG training centre fees include room hire, unlimited supply of tea, coffee and water, biscuits and lunch.</p> <ul style="list-style-type: none"><li>• Plymouth: £12 per delegate per ½ day, full day rates available on request</li><li>• Other locations: Fees available on request</li></ul> <p>If held at client's venue:</p> <ul style="list-style-type: none"><li>• Mileage is charged from SSG's Plymouth office at £0.50 per mile (first 60 miles included)</li><li>• Overnight accommodation for the tutor at £130 per night (if necessary)</li></ul> |

*Please contact our customer service team for courses required outside of SSG's regional office area as fees may vary. All fees subject to VAT.*