

## **MANAGING POOR PERFORMANCE AND ABSENTEEISM DURING AND POST LOCKDOWN**

### **PURPOSE / OUTCOME**

To equip the participant with:

- knowledge and skills to deal with the new performance challenges arising from working from home
- knowledge and skills on how to monitor performance of employees who work from home
- knowledge and skills on how to manage absenteeism of employees working from home

### **CONTENT**

- Causes of incapacity
- Rules / Standards to be in place for employees working remotely
- Step-wise approach to effective counselling: a virtual collaborative approach
- Encouraging better performance: balanced positive and negative feedback
- Dealing with ill health / frequent absenteeism & medical certificates (including COVID-19 cases)
- Instituting the incapacity process: when to start and visualising the process

### **TARGET GROUP**

Employers, HR communities and line managers

### **DURATION**

2 hours (webinar)