

How effective are you at managing attendance? Try the test ...

People Skills – Individuals would say I am a good listener, I hold regular one to ones, I hold frequent two way, energised meetings and I am firm and fair	Always (5) Sometimes (2) Never (0)
I can you tell you the key points of my company attendance management policy	Yes – All (5) Some (2) None (0)
I make sure my direct reports understand and implement the company attendance policy	Always (5) Sometimes (2) Never (0)
I am competent at conducting difficult conversations	Always (5) Sometimes (2) Never (0)
I have invested in attendance management training for myself	Yes (5) No (0)
I have invested in attendance management skills training for my key direct reports	Yes (5) Some (2) None (0)
My managers and supervisors are skilled at return to work interviews – they are not just tick box exercises	All (5) Some (2) None (0)
I work closely with HR to be effective in supporting employees through sickness and reducing absence management	Always (5) Sometimes (2) Never (0)
I and my direct reports have developed positive ways of assisting employees returning to work after long spells of illness	Yes (5) No (0)
My department percentage or average days sickness has reduced in the past six months	Yes (5) No (0)

Score

45 – 50 – Amazing

40 – 45 – Pretty good – what do you need to next?

30 – 40 – Perhaps time to invest in training or speak to HR

Below 30 – Definitely - invest in training or speak to HR – Can we Help?

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