

TIME AND ATTENDANCE

LOCATION	DURATION	No. of DELEGATES	COST per person
On-site	1 day	6 - 12	£250.00

This course will give you the understanding and skill necessary to manage time and attendance in any team such that performance is maximised and any problems are nipped in the bud

OUTLINE

The inability by individuals, teams and organisations to manage time, attendance and their work costs millions. Every manager must pay attention to this, especially when it becomes a problem. If you don't, it does.

Setting and managing custom and practice is important: if a lax culture is allowed to develop managing time and attendance will grow into a major problem which becomes increasingly difficult to resolve.

It is far easier to set clear boundaries at the outset and to relax them when necessary or appropriate than to set no boundaries and then try to impose them on unwilling people when it becomes necessary and unavoidable. This applies particularly in teams.

Self-discipline usually develops as a result of external discipline imposed. Some individuals have a greater capacity for self-discipline than others. It is an unhappy fact of life that some people will try and get away with whatever they can. Clear rules and boundaries will help to keep them operating to an accepted norm and standards. If time and attendance is managed by clear, well-understood rules and guidelines and efficient processes then time is freed to deal with more important things.

AIM

To enable you to confidently manage time and attendance.

OBJECTIVES

To understand what is required of you in managing time and attendance.

To understand company requirements regarding time and attendance.

To be able to formulate a time and attendance plan.

To identify possible, or actual, problems and their solutions.

OUTCOMES

Ability to make an appropriate plan for yourself and your team.

Understand and ability to clearly explain company and organisation requirements .

You will have contingencies for dealing with difficulty, unwillingness and resistance.