

## Return to Work Interview Workshop

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Do you want to learn how to improve employee well-being, productivity, and morale? Enrol in our Return-to-Work Interview Workshop, a comprehensive course designed to help you manage employee absences and facilitate their return to work.

Our experienced trainers lead this interactive, informative course which covers the structured return process, the crucial role of line managers, effective communication with absentees, and insightful return-to-work interviews. You'll learn how to craft tailored return plans that include adjustments and phased returns, ensuring that employees are fit for work. By the end of the course, you'll have the skills to seamlessly transition employees back to work, promoting their well-being and efficiency.

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## Learning Outcomes

- Explain the importance of ensuring that employees are fit for work
- Identify the benefits of a well-defined return to work process and the role of the line manager
- Communicate within legal parameters with the employee during their absence
- Carry out a return-to-work interview
- Organise a return-to-work plan (including possible adjustments and/or phased return if necessary)

## Course Content

### **Module 1: Understanding Absence Management**

- Importance of Employee Fitness for Work
- Impact on Productivity and Morale

### **Module 2: The Return to Work Process**

- Benefits of Structured Return Plans
- Role of Line Managers

### **Module 3: Legal Communication**

- Parameters for Interacting with Absent Employees
- Ensuring Transparency and Fairness

## Course Content

### **Module 4: Return-to-Work Interviews**

- Techniques for Effective Dialogue
- Individual Needs Assessment

### **Module 5: Crafting Return-to-Work Plans**

- Hands-On Experience in Plan Development
- Consideration of Adjustments and Phased Returns

### **Module 6: Organisational Efficiency**

- Seamless Transition Organisation
- Promotion of Employee Well-being
- Proficiency in Absence Management
- Facilitation of Workplace Health and Productivity