

ATTENDANCE MANAGEMENT

Component Description	Objectives
<ul style="list-style-type: none">◆ Types Of Absences◆ Responsibilities◆ Disciplinary Action	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none">– Define the different types of workplace absences– Describe the role and responsibilities in managing attendance– Identify how to apply disciplinary action in relation to attendance management

