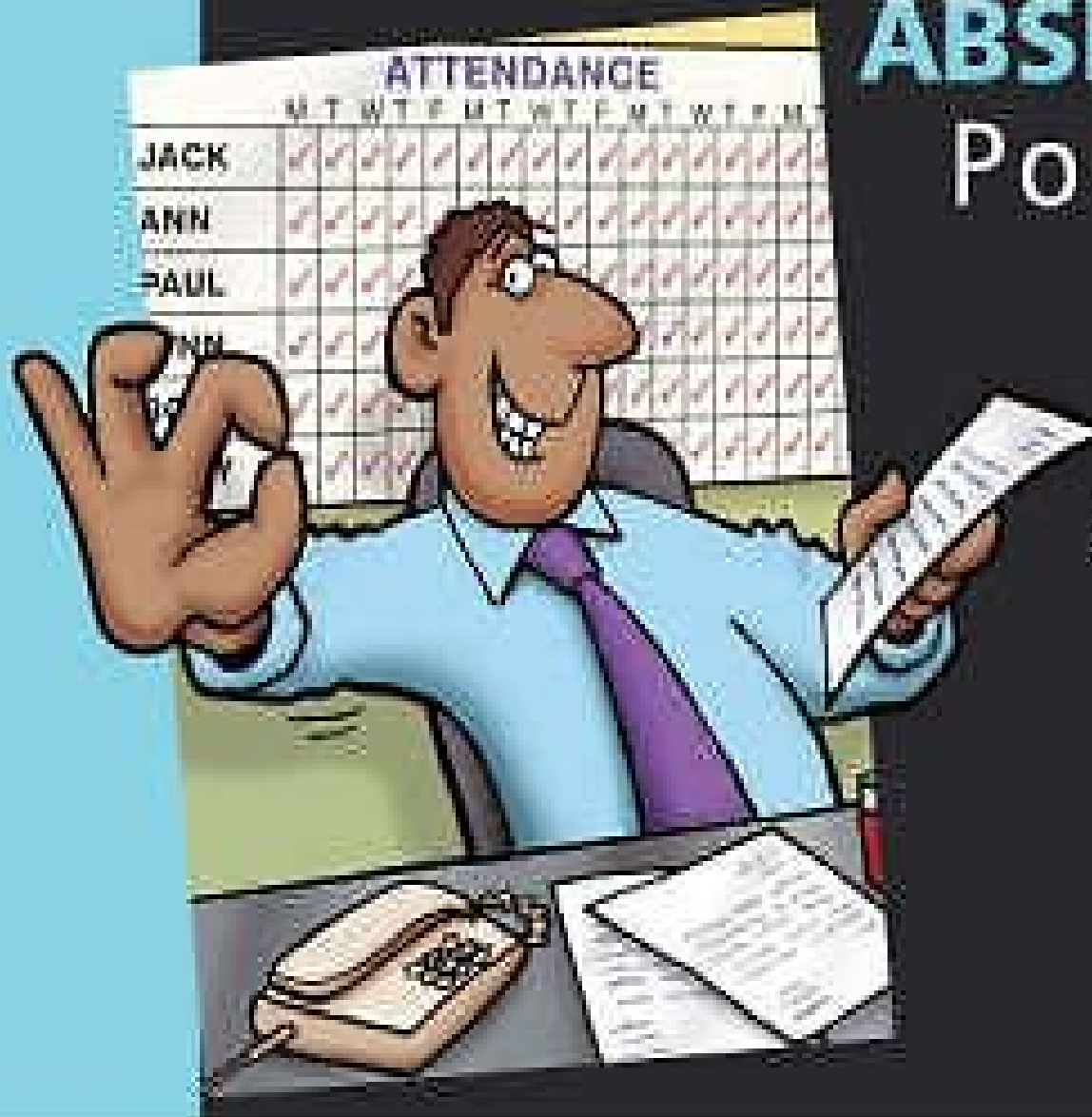


CONTROLLING ABSENTEEISM Pocketbook



A pocketful of tips,
tools and techniques to
gain greater commitment
from your workforce
and boost output

Max A. Eggert

Controlling Absenteeism Pocketbook

Bruce Potts



Controlling Absenteeism Pocketbook:

Absence Management Pocketbook Max Eggert,2009 Sixty practical suggestions for reducing absenteeism are detailed in this title followed by a look at the legal aspects of employment and advice on how to introduce an absence control policy The author management psychologist Max A Eggert also looks at the costs of absenteeism monetary and psychological and five ways of measuring absence This is a new edition of The Controlling Absenteeism Pocketbook 978 1 870471 64 0 first published in 2000 Other pocketbooks by the same author include Assertiveness Managing your Appraisal Motivation and Resolving Conflict The Controlling Absenteeism Pocketbook Max A. Eggert,2000 A pocketful of tips tools and techniques to gain greater commitment from your workforce and boost output **The Absence Management Pocketbook** Max Eggert,2000 **Managing Recruitment Pocketbook** Stewart Wright,2015-09-16 Recruiting successful candidates leads to improved performance increased customer satisfaction enhanced organisational reputation greater staff morale and a positive reflection on those involved in the recruitment process The Managing Recruitment Pocketbook explains how to plan recruitment attract the right candidates assess CVs and application forms get the most out of the interview use different methods of selection and how to make the job offer Under attracting the right candidates the pocketbook looks at advertising methods using the internet employing recruitment agencies and recruiting internally Selection methods addressed include psychometric tests personality questionnaires assessment centres presentations and work sample exercises The final chapter covers how to pull all the selection information together references medicals handling unsuccessful candidates and making the eventual offer Complementing this new title are two other existing pocketbooks The Interviewer's Pocketbook and The Succeeding At Interviews Pocketbook Primary Headteacher's Pocketbook Bruce Potts,2004-03 New and recently appointed headteachers in particular will appreciate the wealth of practical advice in the Primary Headteacher's Pocketbook From establishing and maintaining credibility with children parents staff and governors to ways of motivating and energising staff the book is full of refreshing ideas and suggestions It tackles how Career Transition Pocketbook Keith Corbin,2015-09-16 A practical easy to use guide for job changers and job seekers The Career Transition Pocketbook details seven key stages to the career transition process self questioning goal setting preparing a career history networking applying for jobs getting ready for interviews and evaluating job offers Each stage is described in a separate chapter

Empowerment Pocketbook Michael Applegarth,2015-09-16 Empowerment is often confused with delegation and wrongly is often seen as a form of power or authority over another person The authors of The Empowerment Pocketbook prefer to liken empowerment to a licence that is issued only after those concerned have proven their ability and only when the scope and conditions of the activity to which the licence applies are clearly defined This Pocketbook explains what empowerment is what can be gained when it is in place and how to put it there and keep it there It will be helpful to managers trainers consultants and all those people who are concerned with getting the best from their workforce Areas

covered include identifying the need for empowerment enabling the individual implementation nine steps to get empowerment in place and finally monitoring and feedback

Managing Absence Helen Clarke, 2006-01-01 The British National Bibliography Arthur James Wells, 2002 **Decision**, 1981 **Absenteeism** Paul S. Goodman, Robert S. Atkin, 1984 Abstract Information about employee absenteeism is presented in this book for managers Each of the 10 chapters was written by professionals in the fields of management and psychology Chapters detail theoretical specification of absenteeism methods of defining and measuring absenteeism methodological problems and strategies in predicting absence statistical models for analyzing the behavior of absenteeism the relationship between absenteeism and other employee behavior knowledge and speculation about absenteeism effects of absenteeism on individuals and organizations ways to increase employee attendance unresolved issues in the study and management of absence from work and suggested directions for defining measuring and controlling absenteeism Reference list after each chapter flowcharts and graphs are included mp

Forecast, 1925 *Communicating Ideas to the Public* Stephen E. Fitzgerald, 1950 **Controlling Absenteeism** J. Fuller, British Institute of Management, 1979 **Journal of Health, Physical Education, Recreation**, 1969 **How to Control Absenteeism** Bureau of Business Practice, Waterford, 1974 **Methods of Controlling Absenteeism** Jack Tourin, 1943 **Bowker's Law Books and Serials in Print**, 1995 *How to Apply New Methods for Controlling Absenteeism* Marilyn B. Gilbert, 1988 Managing Absenteeism Alexander Mikalacki, Jeffrey Gandz, 1982

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