

Returning to Work

Who should attend: Managers who are responsible for conducting return to work interviews with staff.

Aims: To provide the skills to effectively support staff returning to work after a prolonged period of absence.

Learning Objectives

By the end of this course, students will:

- Have a clear understanding of their responsibility to ensure employees are fully supported back into work
- Know how to conduct a supportive back to work interview
- Be able to effectively plan the employees return to work and make any reasonable adjustments necessary
- Identify the difference between a capability and performance issue
- Explore the importance of creating and maintaining a wellbeing at work culture

Topics

Introduction to return to work policy and procedure

- Ill health
- Maternity or paternity leave
- Career break
- Caring responsibilities

Conducting a return to work interview

- Discussing needs and support
- Work updates
- Agreeing a plan that suits employee and employer

Reasonable adjustments

- Workstation or working equipment
- Working hours
- Phases return to work
- Duties or tasks

Taking advice

- From the employee
- The employee's doctor
- The employee's occupational health advisor

Capability and Performance Management Policy

- Capability issues and procedures to help improvement
- Performance issues measurement and management

Wellbeing at work

- Creating a culture of wellbeing in the workplace
- Holistic approach
- Maintaining wellbeing