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COURSE: CERTIFICATE OF HIGHER EDUCATION SKILLS FOR THE WORKPLACE

MODULE TITLE: PROBLEM SOLVING AND DECISION MAKING

ASSIGNMENT TITLE: PRESENTATION

LECTURER NAME:

What is absenteeism?

To begin with, this concept can be associated with a nightmare of every organization, which can easily affect an entire system. Including his employees.

Once you get a job, you take responsibility for being at work for several hours or days per week. As soon as this agreement is neglected, absenteeism occurs.

Which excuse should I use today?



The impact of absenteeism

can affect especially

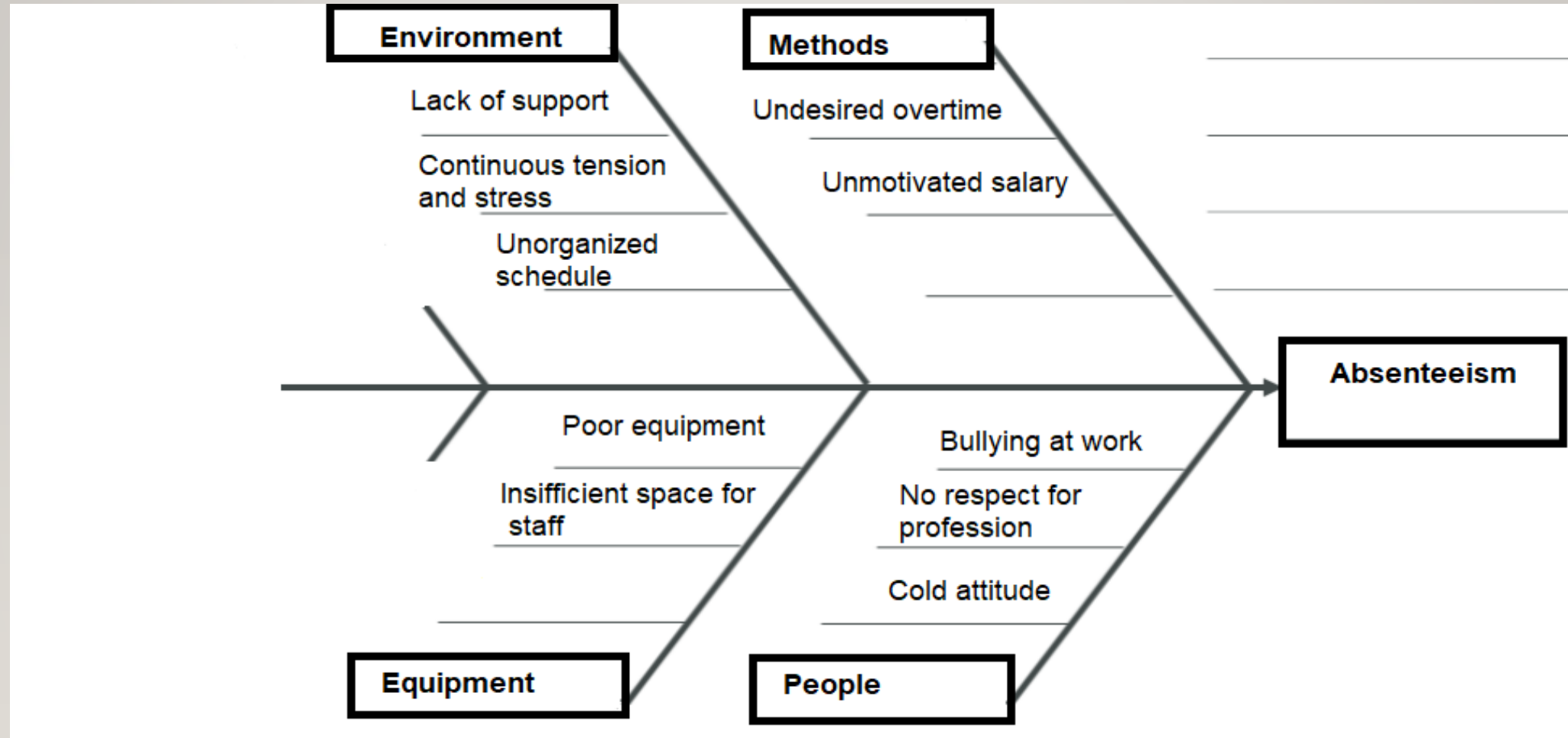
**The Individual
Productivity**

The Team Productivity

The Organization Income

The Individual Productivity	The Team Productivity	The Organization Income
When a person is less productive, productivity decreases. Once the organization notices, it is necessary to act immediately and to know the reasons, which can be reversed. Once the employee is systematically checked and motivated, the risk decreases.	Once a few employees are not present and the needs to be met are the same, the number of people present needs to put more effort into compensating for the missing arms. As a result, the remaining staff is exhausted and is done more over-time.	As overtime increases, so does the costs of the organization increase. Absenteeism can cause major problems in organizations with limited specialists, and in the absence of one of them, the impact is felt very quickly, especially if the organization does not have a backup option.

Political	Economic	Sociological	Technological	Legal	Environmental
• The way of governing • Legislative consistency • Law enforcement, bureaucracy • Corruptibility • Trends in state involvement • Work legislation • Political mobility • Policy of cooperation with foreign organizations and neighboring countries	• Current circumstances in the economy • Inflation • Refinancing rate • Globalization • Unemployment rate • Job application • The cost of labor • Vacant income	• Demographic situation (birth rate, mortality) • The way of employ, the requirements • Work behavior • Ensuring health and education • Social mobility • Lifestyle • Socio-cultural changes • Geographical and economic location	• The impact of new technologies • The impact of the internet and the reduction of the cost of communication • Activity in the field of research and development • The impact of technology transfer • Possibility of technological changes on average time period 3-5 years	• Labor Laws • Intellectual property • Health legislation	• Weather Conditions • Temperature



Alternative solutions:

- 1. First step, to have an effective absence and delay record template or system.**

- 2. Creating a flexible schedule, perhaps on a rotating basis, so that all members of the organization are free on weekends at least once a month.**
- 3. When a new person joins an organization for the first time, it is essential to receive the regulations and the way how the organization deal with unmotivated absences. Consequences of non-compliance with the program.**
- 4. It is extremely important that the causes of absenteeism are clearly identified and quickly. The source of the problem, the core. In most cases the source can be external or internal.**

Which one to choose ?

- When we have several options in front of us, it is difficult to find a solution worth following, the PMI model comes to our aid. Through this tool we will be able to lucidly detect the advantages and disadvantages of the chosen solutions. Then we will easily find out what the next step will be. Through the PMI model, the solution will not be found but we will be closer to it. Therefore, with the help of this model, the perspectives of a wider group of people will be analyzed.
- **PMI – plus, minus and interesting**

Good point (+)	Poor point (-)	What is interesting (?)
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