



CONNECT THE DOTS

Training & Consulting cc

This course is delivered online

LABOUR ACT AND HR TRAINING




Your Lifelong Learning Partner



ENROLLMENTS

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"We Train Your Employees For Strategic Execution"



Labour Act and HR Training

The proposed course is 3 days aimed at HR Practitioners, HR Specialist, HR Generalist Team leaders, Supervisors, Managers and any person who has to manage human resources directly or indirectly. It aims to equip employees who are currently in these roles or transitioning into these roles with fundamental HR skills when it comes to the labour relations act and people management issues.

Important aspects related to both the legislative requirements and company specific policies, procedures and practises that relate to HR as a discipline will be covered in this course. It further focuses on building and developing strong individuals and teams through a structured approach to Human Resource Management and LRA by integrating leadership skills. This course consists of key tools, templates, models, and skills that will form an integral part of a the course content.

What will I learn?

By the end of the course, you will be able to:

- Understanding human resource trends and the changing environment that will impact on you as a leader
- Understanding the role of HR as part of people management
- Better understanding the full spectrum of Human Resource Management
- Appreciation of how Human Resources will help achieve to develop and manage the team to achieve short- and long-term goals
- Knowledge & technique in selection interviewing, managing on-boarding process and setting goals, giving coaching & feedback, and evaluating performance
- Understanding of the fundamentals of compensation management
- Understanding the Labour Relations Act as it applies to South Africa
- Talent Appreciation



WHO SHOULD ATTEND

- HR Practitioners
- HR Specialist,
- HR Generalist
- IR Managers and IR Officers
- Team leaders,
- Supervisors,
- Managers,
- Shop Stewards, etc.

Course Information

Days: 3 days

HOW WILL I LEARN?

Materials and learning aids

You will receive log in details to register onto our LMS portal prior to the start of the Programme where all relevant materials will be available for you to view and download. Links and e-material etc. will also be sent to you via email.

Engagement with experts

Facilitator engagement sessions will be held in an online classroom. These sessions will be interactive and engaging, giving you an opportunity to engage with the information presented and with our expert facilitators / coaches.

Online chats, coaching and support

Our online platform allows for chats to give you the opportunity to interact with your peers and facilitators in real time. Moderators will have monitor the chats to ensure you are supported throughout the training day and to ensure all your questions get answered timeously.

Roleplays, activities, group discussions and exercises

These are done online using break-away rooms when required. The moderators and facilitators will manage these with you comfortably.

Assessments, Evaluations & Exams

Assessments will be done online, these are managed through multiple choice questions, polls and questions from the facilitator. Evaluations must be completed by the end of each training session and a final exam / test will be set for learners to achieve an 80% pass.

Certificates

Certificate of attendance will be issued 3 days after completion of training and will be couriered to each individual.



COURSE BREAKDOWN



Theme 1: The Basic Conditions of Employment Act (BCEA) and The Law of Dismissal

- The Employment Equity Act (EEA)
- The Skills Development Act (SDA)
- Unemployment Insurance Act (UIA)
- Occupational Health & Safety Act (OHSA)
- Compensation for Occupational Injuries and Diseases Act (COIDA)
- The Labour Relations Act (LRA)
- How to effectively manage Dismissal arising from Poor Work Performance and/or Ill health or injury
- Managing Probationary

Theme 2: Employee Related, Misconduct and Incapacity

- How to Prepare for a Disciplinary Enquiry
- Complaints and Grievances
- Managing Disciplinary Enquiry
- Absenteeism
- Abusive Language
- Alcohol and Drug Abuse
- Desertion and Absence Without Permission
- Assault
- Damage to Property
- Negligence
- Off-Duty Conduct
- Poor Performance
- Compensation Management
- How to effectively deal with misconduct
- Poor Performance



COURSE BREAKDOWN



Theme 3: Talent Appreciation

- Understanding what talent appreciation is and why it is important
- Creating ideas for a better workplace
- Developing your team to becoming stars
- Developing and managing the team to achieve short- and long-term goals
- Implementing tools to improve talent within your team
- Interviewing Skills
- On-boarding processes
- Coaching and feedback
- Evaluating performance

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