

Practical People Management

Duration: 2 Days.

19 and 20 March, 2018 – Johannesburg
05 and 06 June, 2018 – Johannesburg
22 and 23 August, 2018 – Johannesburg
22 and 23 May, 2018 – Cape Town

**Cost: R4 850.00 per person (public) or,
In-house at R4 250.00 per person with a minimum of 10 delegates**

Introduction

The objective of the workshop is to take line managers on a journey. This journey covers the life cycle of an employee from employment law; contractual obligations; recruitment; engagement through to disciplinary processes. Along the way, both law and best practice principles are integrated as we weave our way through typical and realistic case studies.

Why should managers' attend this workshop?

- The content provides appropriate knowledge and understanding of the requirements and the responsibilities that go with the role of a line manager;
- It provides best practice principles to help reduce the risk of poor appointment decisions;
- It gives line management the confidence to deal with employee issues;
- Is aligned to current employment law.

The content is supportive of, and compliments academic learnings. The workshop will benefit line managers from both small businesses and large organisations as indicated by previous participants and can also be customised to suit the organisational needs.

Course Content

- Employment Law
- Recruitment Best Practices
- Contractual Agreements
- Engaging with Employees
- Disciplinary Actions
- Best Practice Terminations
- The Hearing
- CCMA Processes
- Role Plays

- **Inhouse workshops** - Minimum of 10 – Maximum 15 Delegates.
- Deposit for inhouse training of 50% on confirmation of training dates.
- Venue for the cost of client is excluded.
- Excludes travel and accommodation outside a radius of Gauteng.

"Very well done!"

Bruno Veloso
Taag-Angola Airlines

"Empowering program in people management"

Lisa Tele
ATNS

"I will be able to apply what I have learned and be of benefit to me in my working environment".

Ephraim Madaba
Manager at Nampak

"A very helpful workshop, full with relevant information and excellent handout material"

Camilo Daza
RLG Africa

"Great course"

Jaco Barnard, Aon

"Very relevant and informative. The Hearing Role Play was the best way to learn."

Khotso Makokotlela
Bophelong Construction

"Excellent opportunity to stay ahead of legislation and the practical execution. Thank you."

Christopher Russell
Jacks Paint & Hardware