



SmartMoves
Human Capital



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Practical People Management

Duration: 2 Days.

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*