

# Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Dealing with Incapacity, Performance, Ill Health and Injury

### Course Overview

Where an employee is not performing, or is not able to perform, his/her work according to appropriate or expected work standards the possibility of the employee being dismissed for incapacity arises. A situation of poor work performance arises where an employee does not meet the performance standards or level of competence required by an employer. As a company you need to know how to effectively deal with incapacity, performance, healthy and injury at the workplace.

### Target Audience

The course is pitched at Team Leaders, first Line Supervisors and Line Managers and Trade Union representatives.

### Prerequisites

No prerequisites required for this course.

### Duration

- 2 Days



### Course Outline

This course is divided into modules:

- Demonstrate an understanding of the labour legislation requirements of managing incapacity in relation to poor performance, absenteeism, sick leave, incapacity and minor misconduct in the workplace.
- Investigate the root cause when dealing with employee shortcomings in the workplace.
- Identify unacceptable employee performance and behavior and take constructive corrective action.
- Distinguish between incapacity and or misconduct by referring an employee for professional counselling/medical assessment.
- Conduct a counselling interview/performance review with an employee and take appropriate corrective action.
- How to recognize employee performance or conduct where performance has improved.

The delegates will receive a practical Industrial Relations file, divided into the various courses and modules for easy reference.