

# Gearing You For Growth

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

## Industrial Relations Courses

### Course Overview

NextGen has taken the decision to introduce to its suite of products Labour Relations Training; we offer an integrated approach with both NQF aligned training and consulting services. Our intention is to eliminate the fear of taking the appropriate disciplinary action, build confidence and empower Line Management to deal effectively with corrective discipline and Union Representation.

NextGen has a level 2 B-BBEE rating.

### The Benefits

- Empowered Line Managers.
- Better employee relations.
- Improved Union relations.
- Reduction in absenteeism and sick leave abuse.
- Decline in unfair dismissal disputes.

### Our Courses

Our course offering is designed as an outcome based training, with theory and practise through Group exercises, case studies and role plays on actual cases.

The courses focus on practical application with the appropriate documents and forms, customised to suit your needs, policy and labour legislation. These include:

- Practical Labour Legislation, how it applies to you!
- Dealing with absenteeism, the abuse thereof and corrective measures!
- Dealing with incapacity, performance, ill health and injury!
- Dealing with misconduct, minor and serious!
- Dealing with grievances and conflict, constructive dismissal and incompatibility!
- Employment equity does your equity committee add value, their roles and responsibility!



## Practical Labour Legislation, How it applies to you

SAQA US No.	Title	NQF Level	Credits
13952	Demonstrate a basic understanding of the primary labour legislation	4	8

### Course Overview

The course provides a foundation of the legislative and statutory requirements of industrial relations in South Africa.

### Target Audience

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

### Duration

- 2 Days

### Course Outline

- Overview of the Labour Legislation including the common law contract and values
- Organizational rights and collective agreements
- Schedule 8 of the Labour Relations Act
- Procedural and substantive fairness
- Interpreting The Code of Good Practice including the company disciplinary
- Key aspects of the Basic Conditions of Employment Act
- Key aspects of the Employment Equity and Skills Development Act

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



## Dealing with Absenteeism, the Abuse thereof and Corrective Measures

SAQA US No.	Title	NQF Level	Credits
-	No unit standard	4	-

### Course Overview

The course provides a practical approach to the legislative and statutory requirements of dealing with absenteeism in the workplace.

### Target Audience

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

### Duration

- 2 Days

### Course Outline

- Understand what is absent or absenteeism!
- Determine what it means and the implications if overlooked!
- The common law duties and legislative requirements!
- Consider what will happen if I don't deal with it!
- Determine the harm that can be done if an employee is a few minutes late!
- Consider the questions, questions and more questions!!!
- - but the most dominant consideration is usually that "we better leave it - just give him a verbal warning - we don't want to end up at the CCMA."
- Or sometimes.
- - "have a chat to him about it." And so the problem is ignored, pushed aside, and eventually it is too late to do anything.!

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



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

SAQA US No.	Title	NQF Level	Credits
-	No unit standard	4	-

### 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, Line Managers and Trade Union Representatives.

### Duration

- 2 Days

### Course Outline

The 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 route cause when dealing with employee shortcomings in the workplace.
- Identify unacceptable employee performance and behaviour 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 recognise 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.



## Dealing with Misconduct, Minor and Serious

SAQA US No.	Title	NQF Level	Credits
11286	Institute disciplinary action	5	8

### Target Audience

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

### Duration

- 2 Days

### Course Outline

- Demonstrate an understanding of Schedule 8 of the Labour Relations Act requirements in respect of substantive and procedural fairness and the need for proper case preparation before a disciplinary enquiry.
- Prepare an investigation of a disciplinary incident.
- Frame the allegations and issue the notice for a disciplinary enquiry.
- Prepare for a disciplinary enquiry.
- Lead the case for or against the employee in a disciplinary enquiry.

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## Dealing with Grievances and Conflict, Constructive Dismissal and Incompatibility

SAQA US No.	Title	NQF Level	Credits
114226	Interpret and manage conflict in the workplace	5	8

### Target Audience

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

### Duration

- 1 Day

### Course Outline

- Describe the main sources of conflict in a business.
- Explain and demonstrate various techniques for handling conflict.
- Conflict and difficult interactive situations in the workplace.
- Conciliating grievances.
- Dealing with internal dispute procedure.
- Dealing with emotions.

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



## Employment Equity, Does your Equity Committee Add Value, their Roles and

SAQA US No.	Title	NQF Level	Credits
10983	Participate in the implementation and utilization of equity related processes	4	5

### Target Audience

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

### Duration

- 2 Days

### Course Outline:

- The Employment Equity Act as amended 2014.
- Developing Employment Equity plans.
- Outline the definitions, purpose and application of employment equity legislation.
- Defining discrimination and the prohibition of unfair discrimination (UD).
- Interpreting the current legislation regarding Equal Pay for Equal Work.
- Determine barriers to affirmative action and the definition there of (AA).
- Identify the functions and workings of the Employment Equity Committee and how they can add value.
- Identify the functions of the Commission on Employment Equity and the implications thereof.
- Describe the application of employment equity in industry charters.
- Describe Diversity Management and the impact of industry charters in the workplace.
- New definitions e.g. designated groups.
- Synchronising the EEA with other labour legislation.
- Burden of proof.

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