

WORKPLACE STRATEGIES

People.Management

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Workplace Training

Workplace Strategies conducts a number of in-house training programs for clients on workplace-related issues.

Our programs are designed to give participants practical and useful information; a skill set that they can call on to effectively manage day-to-day workplace issues.

The programs differ greatly to public, off-the-shelf courses. Our programs are tailored to focus on the organisation's own workplace policies. This allows participants to gain an understanding of the purpose of the policies and enables them to confidently implement the procedures contained therein.

The training programs include:

- **The Essentials of Labour Legislation**

A program focusing on the Basic Conditions of Employment Act and the Labour Relations Act, with a brief discussion of other relevant labour legislation. Participants gain an understanding of the working time provisions, leave entitlements, overtime obligations, notice of termination provisions, payroll obligations, trade union rights and unfair labour practices.

- **Managing Discipline and Performance Management Procedures**

A program dealing with discipline and performance management in the workplace. Participants learn the differences between performance and disciplinary issues, when and how to invoke formal processes, what documentation must be considered and ways to avoid unfair dismissal claims.

- **Conducting an Internal Disciplinary Hearing**

A program dealing with the various roles in an internal disciplinary hearing including what is required at the evidentiary stage, procedural obligations imposed by the *Code of Good Practice: Dismissal* and the issues facing a chairperson when deciding on guilt and recommending sanction.

- **Workplace Communication: The Key to Employee Productivity**

A seminar discussing the importance of effective communication channels in the workplace and ways in which organisations can use technology to communicate more effectively with their workforce.

- **Effective Workplace Conflict Resolution**

A seminar discussing the causes of workplace conflict, the opportunities that workplace conflict presents and what can be done to prevent destructive workplace conflict.

- **Managing Employee Absenteeism**

A program that explores the causes of employee absenteeism, focuses on practical issues such as medical certificate requirements, sick leave obligations and steps to limit absenteeism in the workplace.

- **Handling Sexual Harassment Claims in the Workplace**

A program that discusses processes to prevent or handle sexual harassment claims, the required content of a sexual harassment policy and steps that managers can take to avoid damages awards emitting from sexual harassment claims.

If you have identified a need for managers to become better acquainted with labour law issues and solutions, or if you have found that public courses have not addressed the needs of your managers, speak to us about a tailored training program.