

MANAGERS GUIDE TO LABOUR LAW



Introduction

Managers don't have to be experts in labour law, but should have a good working knowledge and understanding of labour law and the workplace policies in so far as it pertains to the daily management of staff and operations, including (but not limited) to the following:

- Corrective action when needed to minimise misconduct in the workplace;
- Implementing discipline in a fair, non-emotive, professional and consistent manner;
- Managing employee performance (good or bad) to meet the objectives of the organisation and department.

Course Outcomes

Delegates will have a better understanding of:

- The sources of the South African labour law
- Fair labour practise
- The recruitment process, bias and interview tips
- The binding nature of the employment contract, minimum prescribed particulars and types of employment contracts
- Terms and conditions of employment, including leave and working hours
- The purpose of probation, conducting performance reviews during probation and providing timely feedback to employees
- The objective of performance management and the performance management cycle
- Implementing performance counselling and the performance counselling process
- Rater bias and the annual performance review
- Termination of the contract of employment and the notice periods required
- The disciplinary process and code
- Combatting absenteeism
- Legal reasons for dismissals (misconduct, incapacity and operational reasons (retrenchments))



Target Audience

Line managers, supervisors and any individual responsible for managing people

Course Duration

1 day

Course Fee

R 1,250 VAT Incl.

R 750 (WHC Divisions)

Venue

1st Floor Training Room, Wits Health Consortium (Pty) Ltd
8 Blackwood Avenue, Parktown, 2193

Special requests will be considered, subject to viability.