

2021



*Be Professionally Equipped*

# Effectively Manage Human Resources & Labour Relations

## 2 Day Course

### 30-31 August 2021



SAQA ID – 242814, NQF LEVEL: 3, CREDITS: 6



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## Introduction

In dealing with managing the human element of the business, one needs to be able to analyse policy, procedures, agreements and conditions of employment that are applicable in the workplace and take on the mantle of responsibility to optimize and maintain efficiencies surrounding these policies.

This comprehensive course covers a number of important aspects involved with labour relations. You will learn how to participate in the implementation of applicable labour legislation, draft job descriptions, recruit staff, set up selection panels and draft employment contracts. You will also learn how to set up performance evaluation committees and manage the performance evaluation process as well as being taken through a step by step process involving the development, facilitation and monitoring of disciplinary policies, processes and procedures.

Get up to speed on the workings of Labour law and enrol now for RTC's Effectively Manage Human Resources & Labour Relations course. RTC offers management and leadership courses, leadership training and management training. RTC offers business training programmes across South Africa.

## Programme Outcomes

- Include policy and procedures on employment equity, skills development, grievance procedures, performance evaluation, remuneration negotiations, disciplinary procedures etc. in the development and maintenance of effective human resource policies and practices.
- Handle the recruitment process in the drafting of job descriptions, holding selection panels and drafting employment contracts.
- Apply the terms and conditions of employment including start date and probation period, duration of employment, remuneration, notice period, leave including sick leave, family responsibility leave, maternity leave and annual and vacation leave; hours of work and overtime, other benefits and deductions.
- Handle organizational disciplinary policy, procedures and disciplinary code of conduct including instituting and facilitation of disciplinary policies actions and hearings.
- Taking into account performance evaluation policy and procedures, performance evaluation moderating committees and feedback, institute and manage the performance evaluation process.



ACCREDITED



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## Course Outline

- Develop and maintain effective human resource policies and procedures.
- Participate in the implementation of applicable labour legislation.
- Develop, facilitate and monitor disciplinary policy, process and procedures.
- Institute performance evaluation committees and manage the performance evaluation process.
- Institute facilitation of disciplinary policies, actions and hearings.
- Draft job descriptions.
- Handle recruitment.
- Set up selection panels
- Draft employment contracts.

# BUSINESS AND REPORT WRITING SKILLS PROGRAM

	ID	UNIT STANDARD TITLE	NEW LEVEL	CREDITS	DURATION
Fundamental	242814	Identify and explain the core and support functions of an organization	NQF 3	06	2 Days

## Target Audience

**Target Audience:** This course is aimed at supervisors, team leaders and managers who manage a team of people and who wish to improve their human resources management skills.

**Programme level:** The level of the Programme is at NQF Level 02

**Minimum Qualifying Criteria:** Communication at NQF Level 2, Computer Literacy and Mathematical Literacy at NQF level

## Duration

**Programme Duration:** Between one (1) and two (2) Days | between one (1) and (2) Days –POE Based.

**Pre-Assessment:** Pre-assessment of proposed learners is undertaken to identify current qualifications and experience.

**Contact Training Sessions:** Between one (1) and two (2) Days for comprehensive training.

## Qualification Alignment

**Qualification:** SAQA ID 57712– Further Education and Training

Certificate: Generic Management (NQF 4): ACCREDITED



## Training Methodology

The Programme is facilitated by competent subject matter specialist/s, which utilizes the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Videos/DVDs; and Formative Assessments.

To facilitate this process, we offer: {between three (1) and 2 Days – POE Based}

- **Coaching Support:** The Ratomac appointed assessor and project coordinator are available to the learners for telephonic support and coaching while learners compile their POE's. Additional coaching support will be scheduled, as required, to assist with the building of POE's.
- **Credits:** Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed. Learners can build their credits by attending skills programmes aligned to the Qualification **57712– Further Education and Training Certificate: Generic Management (NQF 4): ACCREDITED**

**COURSE FEES – R6 200.00 PER PERSON (1 PERSON)**

### Contact Us

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