

# LABOUR RELATIONS

## OBJECTIVES OF THE PROGRAMME

The aim of Labour Relations is to equip participants to be able to understand Labour Relations, and be able to prepare for a disciplinary hearing.

## LEARNING OUTCOMES

By the end of the programme, participants should be able to:

- Understand and describe the concept of labour relations in writing by reflecting on its nature as of cardinal importance in modern industrialised society
- Understand and apply the theory of unfair dismissal and unfair practice in the organisation
- Understand and apply disciplinary and grievance procedures
- Differentiate between types of bargaining and distinguish the sub-processes of collective bargaining
- Reflect on the personality and skills dimension a negotiator should have

## PROGRAMME OUTLINE

- Labour Relations and the legalistic framework:
  - Labour Relations Act
  - Discrimination in human resource management
  - Basic Conditions of the Employment Act
  - Unemployment Insurance Act
- Unfair dismissal and unfair labour practice
- Procedures in labour relations:
  - Strikes and lock-outs in South Africa
  - Staff reduction procedures
  - Disciplinary process
  - Discipline and dismissal
  - Grievances
  - Incapacity due to unsatisfactory work performance
- Negotiation skills:
  - Practical collective bargaining and negotiations
  - Conflict and power in the negotiation process
  - Bargaining strategies
  - The sub-process of negotiations
  - Personality and skills dimensions of a negotiator
  - Negotiations tactics
  - Mistakes during negotiations



### Who Should Attend?

The short learning programme is predominantly directed at managers and supervisors dealing with disciplinary hearings and procedures.

### Mode of delivery:

Face to face OR Online

### Duration: Face to Face



2 Days

### Duration: Online



14 Days

### Accreditation:

- Short learning programmes are accredited with the UFS and recognition to predefined formal programmes is available through Recognition of Prior Learning (RPL).
- All short learning programmes can be customised and offered on an in-house basis.
- Credits: 8
- NQF level: 5

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