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