

CREDIT-
BEARING*



Labour Relations

Presented by the Department of Human Resource Management, University of Pretoria

The **Labour Relations** short course provides you with insights to the dynamics of the South African labour market. This is an essential competency in the volatile business environment in which contemporary organisations function. The course covers a range of topics related to labour relations in the current labour market, including conflict management, affirmative action, the latest labour legislation, grievances and dismissals, collective bargaining structures and processes, conciliation and arbitration before the Commission for Conciliation, Mediation and Arbitration (CCMA), industrial action and negotiation skills. All these factors play an intricate part in the successful resolution of labour-related issues in the workplace.

This **credit-bearing course*** provides you with an entry point to formal degree programmes exclusively presented by the University of Pretoria with credits afforded towards the specified degree module **ABV320 (20 credits)**.

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Course content

Day 1

- Introduction to labour relations
- Labour relations principles
- Management environment
- Management systems and outcomes
- Trust and labour relations

Day 2

- Introduction to labour legislation
- Common law principles
- South African Constitution and labour relations
- BCEA, LRA, EEA, Skills Development Act, UIF, OHSA and COIDA

Day 3

- Workplace procedures
- Grievance procedures
- Grievances and the law
- Discipline and dismissal
- Misconduct, incapacity and operational requirements terminations

Day 4

- Collective bargaining and negotiations
- Organisational rights, collective bargaining forums, strikes and lock-outs
- Dispute resolution and dispute of rights and interests
- Conciliation, arbitration and misconduct arbitration guidelines
- CCMA and Bargaining Council processes

Learning outcomes

After successfully completing the course, you will be able to

- understand and describe the labour relations environment in context of HR Management
- describe the most important guidelines in labour legislation
- manage and solve grievances
- deal with discipline and dismissals in the workplace
- deal with disputes through negotiations and or the CCMA processes, and
- understand and deal with industrial action.

Who should enrol?

This course is perfect for you if you are employed as a human resources official, union organiser, line manager, or shop steward, or if you are a student completing your studies in a related discipline.

Admission requirements

Prospective delegates should at least have a National Senior Certificate (Grade 12) or equivalent qualification and/or relevant work experience.

Course fees

R11 180.00 per delegate (VAT incl.)

Course fees include all course material, refreshments and lunch during contact days.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Accreditation and certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance to the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.

Registration and enquiries

Client Information Centre

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** Successful completion of credit-bearing short courses entails that a candidate who otherwise complies with all the admission requirements for corresponding formal degree programmes – as published annually in the respective year faculty year books of the University of Pretoria – may upon registering for the formal programme obtain credits for the corresponding degree modules. Normal application processes for admission to formal programmes at the University of Pretoria must be followed. Certificates of successful completion of credit-bearing short courses issued by Enterprises University of Pretoria must be submitted during the application for recognition of allocated credits.*

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