

## ► OVERVIEW

### INTRODUCTION

The Managing Labour Relations and Employment-related Risks programme of USB Executive Development (USB-ED) in conjunction with the Africa Centre for Dispute Settlement, aims to improve participants' theoretical knowledge and practical skills in employment relations (ER/IR) and employment/labour law. This contributes towards improved workplace relations as well as more effective conflict resolution, while limiting the risk of non-compliance with employment legislation.

### WHAT SETS THIS INTERVENTION APART?

This programme adopts an integrated approach towards managing employment relations by developing a sound theoretical basis of the fundamentals of employment relations, employment law, dispute resolution procedures (statutory and non-statutory), business ethics/corporate governance, as well as appropriate practical skills in these areas.

### PAST PARTICIPANTS' COMMENTS

*"An excellent programme, balancing theory and practice with lecturers of high calibre. Lessons learnt have equipped me with new practical skills and will remain with me for a long time."* – Gillian Bolton, Director, Mazars Forensic Services

*"The course was very interesting and fruitful. The lecturers were very energetic and accommodating. They made the learning enjoyable."* – Janet Ndimande, HR Officer, Medical Research Council

## ► WHO

### WHO SHOULD ATTEND?

Persons who are involved in human resources and employment relations and who want to develop their knowledge and skills further in the management of employment relations.

### ADMISSION REQUIREMENTS

Grade 12 (NQF level 4) with an English language competence at NQF level 4

### FACULTY PROFILE

Prof Barney Jordaan | Mr Gawie Cillie

## ► WHAT

### CONTENT OVERVIEW

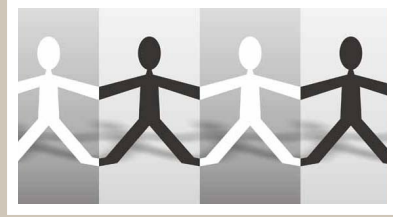
The following content will be covered:

#### **ESTABLISHING AND MAINTAINING COOPERATIVE WORKPLACE RELATIONSHIPS RISK AWARENESS, AND A BRIEF OVERVIEW OF THE CORPORATE RISK LANDSCAPE**

- Elements of corporate risk
- Risk management structures and trends
- Role of technology
- Dangers of over-reliance on technology
- Monitoring, assessing and managing risks

#### **EVALUATING AND MANAGING AREAS OF RISK IN EMPLOYMENT RELATIONS**

- Recruitment and selection
- Appointments
- Managing of conduct
- Managing incapacity
- Managing operational requirements
- Employment Equity
- Skills Development
- Occupational health and safety



## WHEN & WHERE

CAPE TOWN

17 – 21 September 2012

## FEES

FEES

R12 300

*Please note that programme fees, faculty and dates are subject to change.*

## ENQUIRIES

CONTACT PERSON:

Kaashiefa Johnson

Tel +27 (0)21 918 4159

Fax +27 (0)21 918 4478

E-mail [kaashiefa.johnson@usb-ed.com](mailto:kaashiefa.johnson@usb-ed.com)



## MANAGING RISK THROUGH CONFLICT MANAGEMENT INTERVENTIONS

- Conflict, conflict management and dispute resolution
- Dispute resolution options, including negotiation, conciliation, mediation and arbitration

## NQF ALIGNMENT

This programme is presented on the complexity level of NQF 6.

## ► BENEFITS

### HOW WILL YOU BENEFIT?

The successful participant will be better equipped to:

- diagnose the existing status of, and develop conditions for, establishing cooperative workplace relations
- evaluate the risks, legal and otherwise, associated with managing employees and employment relations
- consider the legal, ethical and relationship implications when making employment relations decisions
- understand the fundamental principles of employment law
- appreciate the main approaches to negotiation, the common causes for a breakdown in negotiation, the difference between mediation and arbitration, the mediation process, mediator strategies and tactics, timing of entry and acceptability factors, and specific skills in interests-based problem-solving
- plan and execute a simulated negotiation in an employment relations context
- mediate effectively (in a simulated environment)
- demonstrate the ability to analyse employment relations and employment law problems, apply acquired knowledge and skills to resolve these problems in own organisations and integrate different aspects of the programme to diagnose and solve these problems in a case study.

## CERTIFICATION

On successful completion of the programme, participants will receive a certificate from the University of Stellenbosch.

## ► FEES

### FEES

R12 300

Fees include programme fees, programme material, lunch and refreshments, and are payable before the commencement of the programme.

## CANCELLATION POLICY

It is of utmost importance that USB-ED be formally notified of cancellation 14 days prior to the commencement date of the programme.

A cancellation fee of 10% will be payable for cancelling fewer than 14 days prior to the commencement of the programme.

*Please note that programme fees, faculty and dates are subject to change.*