

Course Outline Labour Relations Course

Course objective

- ◆ Understanding of history of South African Labour law
- ◆ Overview of the Labour Relations
- ◆ A working Knowledge of dispute procedure of the CCMA and bargain councils
- ◆ Assist in reducing labour disputes in the workplace
- ◆ Theoretical learning and practical application of the all the act

This training has been developed for:

- Labour Relations officers
- Line managers
- Human resources practitioners
- Senior managers who know nothing or little about labour relations



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Training Methodology

The delivery of this training is based on the adult learning principles

- ◆ The participants are treated as partners with the facilitator in the learning process , thus they are actively encouraged to participate throughout the session
- ◆ Since adults are capable of taking responsibility for their learning , self directed learning activities are incorporated in to the manual
- ◆ Interactive methods such as case studies and role play are used to assist the participants to learn by drawing on their own experiences
- ◆ Adults learn what they perceive to be useful in their life situation. The training tries to draw on participant's real life examples and situations
- ◆ Active participation in discussions is encouraged so that participants can learn from each other. In this way they share resources with one another.
- ◆ As a result of the adult learning principles a variety of training methods are used in the course.

This include:

- Participants lectures
- Videotapes
- Group work
- Structured exercises
- Role plays



Course Content

- ◆ History of labour Law in South Africa
- ◆ Dispute resolution forums
- ◆ Dispute resolution mechanism
- ◆ CCMA & Jurisdiction
- ◆ Types of disputes
- ◆ Dismissals
- ◆ Unfair labour practice
- ◆ Collective bargaining
- ◆ Employment Equity Act
- ◆ Skills Development Act
- ◆ Referrals
- ◆ Calculations of days & Condonation application
- ◆ Pre_arbitration Conferences
- ◆ Representation at CCMA and Bargaining Councils
- ◆ Failure to attend CCMA and Bargaining Council hearing
- ◆ Reviewal and appeals
- ◆ Basic Conditions of employment

