

TRAINING

Understanding Labour Issues

Labour issues remain a major headache for the businessman who is still struggling to come to terms with the procedures and formalities of the Labour Relations Act. Employers must recognize that the Labour Legislation requires more worker participation at the workplace and that following procedures remains the key to its success. The Bargaining Council entertains arbitration and conciliation in labour disputes and CATRA's role is to assist members on the practicality of the Act and most effective way to handle the various labour problems that arise. As a result of many queries CATRA has established the Dispute Resolution Helpdesk to assist employers in understanding the procedures and intricacies of the Act

Discipline and Disciplinary Hearings

Effective management of discipline is a fundamental component of management in any organisation and a key factor in effective labour relations management.

Workplace Discipline and Dismissal

CATRA is currently running a workshop on **Managing Discipline in the Workplace Course**, an essential course for Employers/Managers/Supervisors to assist them in dealing with employees' discipline in the workplace. Presenters who are familiar with the Food Industry and its Main Agreement, will conduct the workshops and offer practical advice on how to handle labour problems within our industry.

The training course covers all aspects of workplace discipline, effective handling of discipline, disciplinary hearings and the appropriate sanction.

The form and content of the course is designed to both ensure that the designated needs of CATRA members are met.

Employers should know how, when and why to take Disciplinary Action, avoid mistakes that could cause a CCMA/Bargaining Council dispute, how to investigate offences in the workplace and how to present a case in a Disciplinary Hearing.

This training course will empower delegates with the knowledge to effectively manage disciplinary processes in the workplace, ensuring fair labour practice and avoiding unnecessary legal costs.

Focus areas include:

- The employment relationship – duties and rights of the employer and employees, and why you have the authority to discipline employees;
- Managing all forms of misconduct (how, when and why to take Disciplinary Action in the workplace);
- Dealing with absenteeism and absconsion;
- Dealing with late comers;

- Dealing with sick leave abusers;
- Dealing with bad performers;
- How to investigate incidents and determine the appropriate course of action (when to give warnings, when to suspend and when to book a hearing);
- How to initiate, prepare for, and represent you company in disciplinary hearings – ensuring substantive and procedural fairness; and
- Practical exercises to learn the skills needed to effectively handle all of the above.

Workbooks/files will be provided to each participant. The purpose of these workbooks is to serve as both learning aids during the training and personal resource packs for the individual participants on completion of training.

The content of the course will be rooted in the daily experience of participants and seeks to recognize, and attempts to build on their existing knowledge.

The course is structured as a workshop and modularized on a topic-by-topic basis with a logical sequence aligned as closely as possible to the work experience of the participants.