



The Central Chamber of PIFSA

Presents

Disciplinary & Grievance Codes and Procedures

COURSE OBJECTIVES:

This course will benefit Managers, Foreman and others directly involved in issues relating to employee relationships, as most labour disputes occur on the shop floor, and only come to Senior Management's attention once the damage has been done.

More importantly, the wide powers given to the CCMA have resulted in extremely expensive settlements should procedures not have been followed.

COURSE CONTENTS:

Grievance Procedures

• What is a grievance?	• Requirements of a good grievance procedure
• Major causes of grievance	• Guidelines on grievance procedure
• The role of management in grievance handling	• The role of the employee in grievance handling
• Draft grievance form	

Disciplinary Procedures

• Management and the need to discipline	• Developments on a managers right to discipline
• Employees duties to a Company	• Discipline guidelines
• Draft forms	• Checklists for the Chairman of a disciplinary hearing
• Testing fairness	• Conclusion

- The course will also include simulated role plays, and case studies
- An overview of the Basic Conditions of Employment Act applicable to disciplinary procedures
- An Overview of the Labour Relations Act applicable to disciplinary procedures

DURATION:

Date: 28th February 2012

Time: 08:30 – 16:30

Please note that, in order to provide intensive exposure of participants, the number is limited to 10 delegates per course.

COST PER DELEGATE:

R1 510.50 (incl. vat)

The cost includes a Light lunch, tea & coffee and Course notes

VENUE:

The Braids, Unit D, Ground Floor, 113-115 Bowling Ave, Gallo Manor

ENROLMENT:

For any further information please contact Sam-Sue Bricknell at the Central Chamber office on 011 287 1167 or sam@pifsa.org. For enrolment please complete the Enrolment form and fax it to Sam-Sue on 086 508 1350 or 011 287 1170.



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COURSE ENROLMENT FORM

Course Name _____
Course Commencement Date _____

COMPANY DETAILS

Company Name _____
Contact Person _____
Company VAT Reg. No _____
Company Order No _____
Telephone No _____ Fax No _____
Postal Address _____
Postal Code _____
Email Address: _____

DELEGATES DETAILS (Please attach a copy of each delegate ID)

Surname	Initials	ID Number													

PAYMENT DETAILS (Please fax proof of payment to 086 508 1350 OR 011 287 1178)

Please select relevant block: PIFSA Member Non-Member

For Office Use Only: Member R _____ Non-Member R _____

Payment will be made by: Cheque (No: _____) EFT/direct deposit

TERMS AND CONDITIONS

I, _____ being the delegate / employer of the afore-mentioned learner(s) take full responsibility for the payment of any tuition fees, which accrue, from any training rendered to the above learner(s).

Signature of Employer



Company Stamp (If applicable)