



RWA LABOUR

TRAINING



Welcome to RWA Labour

Your partner in building lasting workplace relations

WHY RWA LABOUR?

We firmly believe that through providing training to all the relevant workplace roleplayers that we would be able to sway the parties from a culture of conflict to a culture of collaboration.

Our aim is to be seen as a partner in taking your organisation to new heights through the effective implementation and monitoring of workplace policies, best practice guidelines and training interventions.

Our training portfolio includes a number of structured learning interventions in the field of Employee Relations. Our workshops are delivered by highly qualified facilitators who deliver focused and interactive learning experiences.

CFO asks CEO, *“What happens if we invest in developing our people
and then they leave us?”*

CEO: *“What happens if we don't, and they stay?”*
Peter Baeklund

TRAINING OVERVIEW

Our training overview includes:

- Disciplinary action and poor work performance – understanding the difference
- Guide to Retrenchments
- Managing Poor Work Performance and Incapacity
- Chairing a Disciplinary Hearing
- Managing day-to-day issues in the workplace
- Shop steward training for both the private and public sector
- Conflict Management
- Conducting Workplace Investigations
- A practical understanding of the CCMA Rules
- Introduction to labour law
- Organisational Rights
- Dealing With Grievances in the Workplace
- Attending to IOD's in the Workplace
- Initiating a disciplinary hearing and representation (employer and employee)
- Conducting Conciliations & Arbitrations in the CCMA
- Cross-Examination Skills
- The laws of evidence and the admissibility and weight of several types of evidence
- Coaching & Mentoring
- Diversity Awareness
- Diversity Management
- HR for non-HR Managers
- Negotiation skills
- Supervisory skills
- Office Administration
- Time Management
- Situational Leadership
- Managing absenteeism & leave abuse

Our public training courses include -

- Certificate of Attendance,
- Catering as per workshop requirements,
- Course material, and
- Pricing from R1650.00 Excl. VAT per participant (group discounts available on request)

Please take note of the following:

- The full-day workshops have been prepared in such a way that they can be held either over one full day or over two half-day sessions. We have found that many organisations opt to rather release their staff for a half day and not a full day – we have therefore aligned our material content to cater for this.
- The two-day workshops have been prepared so that they can also be held over three half-day sessions.

Pricing for in-house training interventions for a group of up to 15 participants (prices exclude VAT):

- R7500 for a ½ day session
- R13500 for a full day session

The pricing includes adapting the workshop material to cater for the client's specific needs and in line with its policies and procedures.

The above pricing excludes printing costs of the material, certificates of attendance, excludes catering and any other incidental costs incurred.