

# MARCH

DISTANCE LEARNING

MARCH <b>01</b> 3HRS MANAGING HR CHALLENGES	MARCH <b>11</b> 3HRS GUIDE TO EMPLOYMENT EQUITY	MARCH <b>18+19</b> 9HRS CONDUCTING CONCILIATIONS & ARBITRATIONS IN THE CCMA
MARCH <b>04</b> 3HRS RETRENCHMENTS		
MARCH <b>08</b> 3HRS BASIC LABOUR RELATIONS - LRA & BCEA	MARCH <b>15</b> 3HRS INVESTIGATING & CHARGING IN DISCIPLINARY HEARINGS	MARCH <b>25</b> 3HRS ORGANISATIONAL RIGHTS & COLLECTIVE BARGAINING

# APRIL

DISTANCE LEARNING

APRIL <b>05</b> 3HRS CROSS EXAMINATION SKILLS		APRIL <b>22</b> 3HRS MANAGING WORKPLACE DISCIPLINE
APRIL <b>08</b> 6HRS INITIATING & CHAIRING DISCIPLINARY HEARINGS	APRIL <b>15</b> 3HRS INCAPACITY, POOR PERFORMANCE & ILL- HEALTH	APRIL <b>26</b> 3HRS DEALING WITH WORKPLACE GRIEVANCES
	APRIL <b>19</b> 3HRS PROTECTION OF PERSONAL INFORMATION ACT	APRIL <b>29</b> 3HRS RETRENCHMENTS



## Online Sessions

*The training courses are presented live in modules of three sessions of approximately one hour. Although most training courses consist of one module, the more comprehensive courses consist of up to four modules. These modules are presented in consecutive morning and afternoon sessions and includes a question and answer session.*

# MAY

DISTANCE LEARNING

MAY <b>06</b> 3HRS BASIC LABOUR RELATIONS		MAY <b>17</b> 3HRS INVESTIGATING & CHARGING IN DISCIPLINARY HEARINGS
MAY <b>10</b> 3HRS MANAGING DAY TO DAY HR	MAY <b>13</b> 3HRS GUIDE TO EMPLOYMENT EQUITY	MAY <b>20+21</b> 9HRS CONDUCTING CONCILIATIONS & ARBITRATIONS IN THE CCMA
	MAY <b>24</b> 3HRS ORGANISATIONAL RIGHTS & COLLECTIVE BARGAINING	