

# NOVEMBER & DECEMBER

DISTANCE LEARNING

|   |  |   |
|---|--|---|
| <p>NOVEMBER<br/><b>03</b> 3HRS<br/>PROTECTION OF PERSONAL INFORMATION ACT</p>                     | <p>NOVEMBER<br/><b>10</b> 3HRS<br/>ORGANISATIONAL RIGHTS &amp; COLLECTIVE BARGAINING</p>     | <p>NOVEMBER<br/><b>20</b> 3HRS<br/>BASIC LABOUR RELATIONS - LRA &amp; BCEA</p>            |
| <p>NOVEMBER<br/><b>06+07</b> 9HRS<br/>CONDUCTING CONCILIATIONS &amp; ARBITRATIONS IN THE CCMA</p> | <p>NOVEMBER<br/><b>13</b> 3HRS<br/>INCAPACITY, POOR PERFORMANCE &amp; ILL-HEALTH</p>         | <p>NOVEMBER<br/><b>27</b> 3HRS<br/>GUIDE TO EMPLOYMENT EQUITY</p>                         |
|                 | <p>NOVEMBER<br/><b>17</b> 3HRS<br/>INVESTIGATING &amp; CHARGING IN DISCIPLINARY HEARINGS</p> | <p>DECEMBER<br/><b>04</b> 6HRS<br/>INITIATING &amp; CHAIRING IN DISCIPLINARY HEARINGS</p> |



## 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.*

# JANUARY

DISTANCE LEARNING

|   |  |  |
|---|--|--|
| <p>JANUARY<br/><b>19</b> 3HRS<br/>BASIC LABOUR RELATIONS - LRA &amp; BCEA</p>       |  |  |
| <p>JANUARY<br/><b>22</b> 3HRS<br/>MANAGING HR CHALLENGES</p>                        | <p>JANUARY<br/><b>26</b> 3HRS<br/>GUIDE TO EMPLOYMENT EQUITY</p>                     |  |
|  | <p>JANUARY<br/><b>29</b> 3HRS<br/>INCAPACITY, POOR PERFORMANCE &amp; ILL-HEALTH</p>  |  |

# FEBRUARY

DISTANCE LEARNING

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|---|--|---|
| <p>FEBRUARY<br/><b>02</b> 3HRS<br/>OPTIMISING NEGOTIATION SKILLS</p>                  | <p>FEBRUARY<br/><b>05</b> 3HRS<br/>INCAPACITY, POOR PERFORMANCE &amp; ILL-HEALTH</p> | <p>FEBRUARY<br/><b>09</b> 3HRS<br/>DEALING WITH WORKPLACE GRIEVANCES</p>              |
| <p>FEBRUARY<br/><b>12</b> 3HRS<br/>CROSS EXAMINATION SKILLS</p>                       | <p>FEBRUARY<br/><b>16</b> 3HRS<br/>MANAGING WORKPLACE DISCIPLINE</p>                 |  |
|  | <p>FEBRUARY<br/><b>23</b> 3HRS<br/>PROTECTION OF PERSONAL INFORMATION ACT</p>        |  |