

# FEBRUARY

DISTANCE LEARNING

FEBRUARY <b>02</b> 3HRS <b>OPTIMISING NEGOTIATION SKILLS</b>	FEBRUARY <b>09</b> 3HRS <b>DEALING WITH WORKPLACE GRIEVANCES</b>	FEBRUARY <b>23</b> 3HRS <b>PROTECTION OF PERSONAL INFORMATION ACT</b>
FEBRUARY <b>05</b> 3HRS <b>INCAPACITY, POOR PERFORMANCE &amp; ILL- HEALTH</b>	FEBRUARY <b>12</b> 6HRS <b>INITIATING &amp; CHAIRING DISCIPLINARY HEARINGS</b>	
	FEBRUARY <b>16</b> 3HRS <b>MANAGING WORKPLACE DISCIPLINE</b>	FEBRUARY <b>26</b> 3HRS <b>CROSS EXAMINATION SKILLS</b>



## 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.*

# MARCH

DISTANCE LEARNING

MARCH <b>01</b> 3HRS <b>MANAGING HR CHALLENGES</b>	MARCH <b>11</b> 3HRS <b>GUIDE TO EMPLOYMENT EQUITY</b>	MARCH <b>18</b> 9HRS <b>CONDUCTING CONCILIATIONS &amp; ARBITRATIONS IN THE CCMA</b>
MARCH <b>08</b> 3HRS <b>BASIC LABOUR RELATIONS - LRA &amp; BCEA</b>		
	MARCH <b>14</b> 3HRS <b>INVESTIGATING &amp; CHARGING IN DISCIPLINARY HEARINGS</b>	MARCH <b>25</b> 3HRS <b>ORGANISATIONAL RIGHTS &amp; COLLECTIVE BARGAINING</b>

# APRIL

DISTANCE LEARNING

APRIL <b>05</b> 3HRS <b>CROSS EXAMINATION SKILLS</b>	APRIL <b>12</b> 3HRS <b>GUIDE TO RETRENCHMENTS</b>	APRIL <b>19</b> 3HRS <b>PROTECTION OF PERSONAL INFORMATION ACT</b>
APRIL <b>08</b> 6HRS <b>INITIATING &amp; CHAIRING DISCIPLINARY HEARINGS</b>		APRIL <b>22</b> 3HRS <b>MANAGING WORKPLACE DISCIPLINE</b>
	APRIL <b>15</b> 3HRS <b>INCAPACITY, POOR PERFORMANCE &amp; ILL- HEALTH</b>	APRIL <b>26</b> 3HRS <b>DEALING WITH WORKPLACE GRIEVANCES</b>