

# JUNE

DISTANCE LEARNING

|   |   |   |
|---|---|---|
| JUNE<br><b>03</b> 3HRS<br><b>INCAPACITY, POOR<br/> PERFORMANCE &amp; ILL-<br/> HEALTH</b> | JUNE<br><b>10</b> 6HRS<br><b>INITIATING<br/> &amp; CHAIRING<br/> DISCIPLINARY<br/> HEARINGS</b> | JUNE<br><b>21</b> 3HRS<br><b>CROSS EXAMINATION<br/> SKILLS</b>                      |
| JUNE<br><b>07</b> 3HRS<br><b>GUIDE TO<br/> RETRENCHMENTS</b>                              | JUNE<br><b>13</b> 3HRS<br><b>ORGANISATIONAL<br/> RIGHTS &amp; COLLECTIVE<br/> BARGAINING</b>    | JUNE<br><b>24</b> 3HRS<br><b>BASIC LABOUR<br/> RELATIONS - LRA &amp;<br/> BCEA</b>  |
|          | JUNE<br><b>14</b> 3HRS<br><b>PROTECTION<br/> OF PERSONAL<br/> INFORMATION ACT</b>               | JUNE<br><b>28</b> 3HRS<br><b>DEALING WITH<br/> GRIEVANCES IN THE<br/> WORKPLACE</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.*

# JULY

DISTANCE LEARNING

|   |  |  |
|---|--|--|
| JULY<br><b>05</b> 3HRS<br><b>MANAGING<br/> WORKPLACE<br/> DISCIPLINE</b>                              |  |  |
| JULY<br><b>08</b> 3HRS<br><b>INVESTIGATING<br/> &amp; CHARGING IN<br/> DISCIPLINARY<br/> HEARINGS</b> | JULY<br><b>18</b> 3HRS<br><b>PROTECTION<br/> OF PERSONAL<br/> INFORMATION ACT</b>    | JULY<br><b>22+23</b> 9HRS<br><b>CONDUCTING<br/> CONCILIATIONS &amp;<br/> ARBITRATIONS IN THE<br/> CCMA</b> |
| JULY<br><b>12</b> 3HRS<br><b>MANAGING HR<br/> CHALLENGES</b>  | JULY<br><b>19</b> 3HRS<br><b>CONFLICT<br/> MANAGEMENT IN THE<br/> WORKPLACE</b>      | JULY<br><b>29</b> 3HRS<br><b>GUIDE TO<br/> EMPLOYMENT EQUITY</b>   |

# AUGUST

DISTANCE LEARNING

|   |   |  |
|---|---|--|
| AUGUST<br><b>02</b> 3HRS<br><b>INCAPACITY, POOR<br/> PERFORMANCE &amp;<br/> ILL-HEALTH</b>              |              |  |
| AUGUST<br><b>05</b> 3HRS<br><b>INVESTIGATING<br/> &amp; CHARGING IN<br/> DISCIPLINARY<br/> HEARINGS</b> | AUGUST<br><b>16</b> 3HRS<br><b>ORGANISATIONAL<br/> RIGHTS &amp; COLLECTIVE<br/> BARGAINING</b>    | AUGUST<br><b>23</b> 3HRS<br><b>BASIC LABOUR<br/> RELATIONS - LRA &amp;<br/> BCEA</b> |
|                    | AUGUST<br><b>19</b> 6HRS<br><b>INITIATING<br/> &amp; CHAIRING<br/> DISCIPLINARY<br/> HEARINGS</b> | AUGUST<br><b>26</b> 3HRS<br><b>CROSS EXAMINATION<br/> SKILLS</b>                     |