



## Overview

The course is designed to enable the delegate to understand the fundamental basics of labour law.



## Duration

1 Day (08:30– 16:00)



## Audience Profile

- HR & IR Personnel
- Company Directors
- Management
- Supervisors
- Unions



## Course Outline

Module A1– Labour Law Fundamentals

The various sources of Labour Law such as:

- 1) The Constitution (Basic Overview).
- 2) The Labour Relations Act (Basic Overview).
- 3) The Basic Conditions Of Employment Act (Basic Overview).
- 4) The Employment Equity Act (Basic Overview).
- 5) The Skills Development Act (Basic Overview).
- 6) The Occupational Health & Safety Act.

The legal route that labour law disputes can take.

The fundamental basics of labour law such as:

- 1) The Burden of Proof
- 2) Types of Hearings
- 3) Types of Dismissal
- 4) Fairness

Module C1– Basic Overview of Misconduct

- What is Misconduct.
- The Investigation (Brief Overview).
- Suspension (Brief Overview + Example).
- Misconduct Charges (Brief Overview + Example).
- What is a Misconduct Inquiry?
- Possible Inquiry Outcomes.
- Progressive Discipline (Brief Overview + Examples).
- Identifying 10 Common Types of Misconduct Discussed

## Module D1– Poor Work Performance

- What is Poor Work Performance.
- Difference- Poor Work Performance vs Negligence
- Common Causes of Poor Work Performance
- What is a PIP

## Module E1– Incapacity For Ill Health and Injury

- What is incapacity for ill health or injury?
- Important aspects of incapacity for ill health or injury.
- The incapacity for ill health or injury procedure:
- Procedure for Temporary & Permanent Incapacity:
- The Incapacity Investigation:
- What is a valid medical certificate:

## Module F1– The Grievance Procedure

- What is a Grievance Procedure:
- Lodging a Grievance:
- The Informal Procedure:
- The Formal Procedure:
- Formal Grievance Procedure Diagram

## Module G1– Short Time and Retrenchment

- Short time.
- Retrenchment.

## Module M1– First Contact– CCMA & Bargaining Councils

- Referral of Dispute to the CCMA (7:11 Form)
- Notice of Setdown
- Conciliation Certificate (7:12 Form)
- Request for Arbitration (7:13 Form)
- Subpoena (7:16 Form)
- Request for Retrenchment Facilitation (7:20)