

# Achieving Workplace Democracy Through Effective Workplace Forums (WPF)



In association with



presents

## Special features:

- Participants have to pre-study their current recognition/relationship agreements; and annual collective agreements- critical elements of the course
- Incorporation of best practice into company processes, policies and procedures
- Case studies based on actual company negotiations scenarios

## Who should attend?

- Supervisory and managerial employees
- Union office bearers
- Officials of representative trade unions
- HR/ER Professionals
- CCMA officials
- Bargaining council officials

**Course duration:** 2 Days

**Course dates:** 5-6 September 2016  
20-21 October 2016  
27-28 February 2017  
23-24 March 2017

**Venue/s:** Pretoria - specific venue to be advised

**Course fee:** R5500-00 per delegate

**In-house presentation:** Can be arranged at reasonable discounted fees.

## The Challenge

Employers are continuously inun-dated by particularly supervisory and managerial employees below senior management levels, who feel excluded in company decision making and consultation processes. Given that, usually, not all levels of employees are provided for in collective bargaining structures, how could such employees be accommodated in dealing with matters relating to decision-making and consultations?

The risk of ignoring the plight of this level of employees may be disgruntlement. How can employers develop co-operative relationships and interact with this level of employees without undermining existing collective bargaining structures? The LRA provides for the establishment of workplace forums as mechanisms for achieving workplace democracy.

## Course outline

### Module 1: Establishment of workplace forums

- Worker participation and industrial democracy.
- Workplace forums, management prerogative and duty to bargain.
- Adversarial nature of collective bargaining and its implications
- LRA provisions for workplace forums
- What are the differences between trade unions and workplace forums?
- Definition of "employee" in relation to workplace forums and implications
- The four scenarios for establishing workplace forums
- Procedure for the establishment of a workplace forum.
- Constitution of a workplace forum.

### Module 2: Functions of a workplace forum

- Interests of employees
- Workplace efficiencies
- Consultations
- Joint-decision making

### Module 3: Consultation and joint-decision making

- Meaning of consultation
- Matters for consultation
- Meaning of joint decision-making
- Matters for joint decision-making
- Implications

### Module 4: Information disclosure for workplace forum purposes

- Meaning of information disclosure
- "Relevant" information
- "Legally privileged" information
- Promotion of Access to Information Act (PAIA)
- The Protection of Personal Information Act (POPI)

### Module 5: Meetings of the workplace forum

- Nature of meetings
- Frequency of meetings
- Matters for discussion
- Times of meetings

### Module 6: Are there any organisational rights of workplace forums?

- Time-off for workplace forum activities
- Facilities for forums
- Full-time forum members
- Attendance of meetings by forum officials
- Nature of meetings
- Frequency of meetings
- Matters for discussion
- Times of meetings
- May experts attend forum meetings?
- Attendance by trade union office bearers and officials of representative unions?

### Module 7: Dispute resolution

- Interpretation and application where a collective agreement exists
- Interpretation and application where a collective agreement does not exist



# Registration Form



presents

COURSE	COURSE DATES	FULL NAME OF DELEGATE(S)
<b>Achieving Workplace Democracy Through Effective Workplace Forums (WPF)</b>  R5500.00 per delegate	<input type="checkbox"/> 5-6 September 2016	1. ....
	<input type="checkbox"/> 20-21 October 2016	2. ....
	<input type="checkbox"/> 27-28 February 2017	3. ....
	<input type="checkbox"/> 23-24 March 2017	4. ....
<b>Effective Workplace Discipline and Grievance Management (EWD)</b>  R7200.00 per delegate	<input type="checkbox"/> 7-9 September 2016	1. ....
	<input type="checkbox"/> 21-23 September 2016	2. ....
	<input type="checkbox"/> 26-28 October 2016	3. ....
	<input type="checkbox"/> 23-25 November 2016	4. ....
<b>Enterprise Risk Management (ERM)</b>  R7800.00 per delegate	<input type="checkbox"/> 14-16 September 2016	1. ....
	<input type="checkbox"/> 16-18 November 2016	2. ....
	<input type="checkbox"/> 6-8 February 2017	3. ....
	<input type="checkbox"/> 6-8 March 2017	4. ....
<b>Negotiation Skills for Management and Union Officials (NS)</b>  R4900.00 per delegate	<input type="checkbox"/> 19-20 September 2016	1. ....
	<input type="checkbox"/> 13-14 October 2016	2. ....
	<input type="checkbox"/> 5-6 December 2016	3. ....
	<input type="checkbox"/> 2-3 February 2017	4. ....
<b>Skills for Equity and Skills Development Committees (E&amp;SDC)</b>  R4800.00 per delegate	<input type="checkbox"/> 12-13 September 2016	1. ....
	<input type="checkbox"/> 6-7 October 2016	2. ....
	<input type="checkbox"/> 1-2 December 2016	3. ....
	<input type="checkbox"/> 30-31 January 2017	4. ....
<b>Strike Management Skills (SMS)</b>  R5800.00 per delegate	<input type="checkbox"/> 29-30 September 2016	1. ....
	<input type="checkbox"/> 3-4 November 2016	2. ....
	<input type="checkbox"/> 20-21 February 2017	3. ....
	<input type="checkbox"/> 9-10 March 2017	4. ....
<b>The Protection of Personal Information (POPI) Act</b>  R6600.00 per delegate	<input type="checkbox"/> 30-31 August 2016	1. ....
	<input type="checkbox"/> 13-14 September 2016	2. ....
	<input type="checkbox"/> 15-16 September 2016	3. ....
	<input type="checkbox"/>	4. ....

In-house training can be arranged at a venue preferred by client and at a reasonable fee.

**KINDLY COMPLETE THE FOLLOWING SO THAT RW ATTORNEYS WILL BE ABLE TO ISSUE THE RELEVANT INVOICE:**

Organisation: .....

Company reg no: ..... VAT no: ..... Relevant order no: .....

Tel: ..... Fax: ..... Email: .....

Postal address: ..... code: .....

Contact person name and surname: .....

Email address of delegate(s): .....

Name and surname of person responsible for payment: .....

Email and contact number of person responsible for payment: .....

**Terms and conditions:** Full course fees are payable in advance. EBC reserves the right to cancel or reschedule the course due to insufficient learner registrations. All cancellations must reach EBC in writing, not later than ten working days prior to the commencement date of the course.

Date ..... Name and Surname ..... Signature .....

Visit [www.rwafrica.com](http://www.rwafrica.com) for more information Tel: +27 12 452 4000 | Fax: +27 86 545 0264 | Email: [info@rwafrica.com](mailto:info@rwafrica.com)



**Alison Lee**

Alison is an admitted attorney and a member of the South African Law Society. Her successful legal compliance consultancy company, Lee's Legal Compliance Services (Pty) Limited –(Lee's Compliance) provides advice and opinion on regulatory and compliance related issues. She also trains lawyers and business people on the laws which apply to their operations, has developed and offers a one stop compliance solution. Lee's Compliance provides dedicated legal compliance on line portal which houses a wide range of compliance related material and information which is customized to suit a client's particular purpose.

In addition, Alison holds the position of Chief Executive Officer of the Corporate Lawyers of South Africa (CLASA) which association represents the in house and corporate counsel profession in South Africa – an appointment that was effective 1 October 2004.

Prior to re-entering the practicing legal profession, Alison worked as a legal advisor. She held the position as Legal Manager at BAT SA between the periods 1991- 1996 and thereafter headed up the Legal Department at SAB Limited until August 2004.

Alison, although having completed her studies at the University of Natal (PMB); and articles at ER Browne Inc in Pietermaritzburg, is a born and bred Gauteng who loves living in the City that never stops.

Having worked in a commercial environment, Alison's expertise is broad and wide and covers a variety of legal topics including commercial and corporate law, in particular the law of contract, IP and advertising law, IT and electronic communication laws, franchising, risk management, corporate governance and in particular – legal compliance. In addition, Alison sat on the King III subcommittee, which was responsible for the drafting of Chapter 6 (Compliance with laws).



**Faathima Asmall**

Faathima is a Director and heads the Employment and Employee Benefits Practice at RW Attorneys. She specialises in Employment Law, Employee Benefit Law, Regulatory Law and Litigation.

Faathima has extensive experience in all aspects of Employment Law, across the private and public sectors, appearing in all the labour forums, including the CCMA, various Bargaining Councils, the Labour Court, the Labour Appeal Court and the High Court, Faathima also presents training on various relevant aspects of Employment Law.

Faathima is a member of SASLAW and the Law Society of Northern Provinces. She also provides regular advice at the Labour Law Clinic of the Pro-Bono Organisation.

Faathima's focus areas involve advising Executive and Non-Executive Management within Boards, Statutory Councils and Statutory bodies on all aspects of Administrative Law, Public Finance Management Act, Supply Chain Management processes, Regulatory and Interpretation, Procurement and Labour related issues. She is part of the in-house appearance team of the

firm and appears in the High Courts and Labour Court. Faathima is also the Employment Equity Officer of the firm.



**Siyabonga (Siya) Tembe**

Siyabonga Tembe is an Associate in the Employment and Employee Benefits Practise at RW Attorneys. Siya is an LL.M: Mercantile Law graduate of the University of Pretoria, majoring in Economics and Business Management. Having completed his candidacy at RW Attorneys, Siya has already successfully completed his Board exams. He is an admitted attorney of the High Court. His experience includes corporate civil litigation; Labour Law, pension Fund and banking law through work within the financial regulatory environment.

In addition, Siya has been extensively exposed to Property Law and Conveyancing; personal injury claims, contract drafting, Insolvency Law, corporate governance in Government Departments in addressing how the Companies Act, Public Finance Management Act and the National Library of South Africa Act all affects the various institution and relate to one another."



**Maphutha Diaz**

Maphutha is a founder member and Managing Director of Bathokwa People Solutions (Pty) Ltd, a 100% black-owned training and consulting company which provides services in employee relations; human resources and general management. Bathokwa is also an accredited service provider of the SABPP. In addition, Maphutha is a Director of Employment & Business Consulting (Pty) Ltd.

Maphutha's focus areas have for more than fifteen years been in the development, realignment and implementation of human resources and general business management processes, systems and policies. His exposure has been in a variety of industries, including the education academic environment; state-owned enterprises; mining; fast-moving consumer goods (FMCG); telecommunications; manufacturing and hi-tech environments. He is currently presenting mostly employee relations and labour law courses for clients in the mining and construction; financial services; and tertiary industries in

various subjects such as management of discipline; employment equity/diversity; management development; and various public and company-scheduled HR and general management "boot-camps".

A highly experienced executive and qualified Lead Auditor (SABPP) Maphutha is a UJ Masters graduate in commerce and a current PhD student in collective bargaining and freedom of association.