

Special features:

- Participants have to pre-study their current recognition / relationship agreements and relevant policies and procedures as well as their company's conditions of service.
- Real nuts and bolts of organised labour / management negotiations
- Extensive role plays based on actual and/or real-life scenarios experienced

Who should attend?

- Shop stewards
- Union Office Bearers
- HR/ER Professionals
- Line managers responsible for collective bargaining and/or main company business units.
- Negotiations support teams such as Finance/Accounting staff; Safety and Security officials; IT Officials; Legal Advisor, etc.
- Union Administrators; negotiators; and Legal Advisor/s

Course duration: 2 Days

Course dates: 19-20 September 2016
13-14 October 2016
5-6 December 2016
2-3 February 2016

Venue: Pretoria - specific venue to be advised

Course fee: R4900-00 per delegate

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

The Challenge

Given the various positions and views negotiators can adopt, is there an ideal position? The pluralists' view posits that there are differing constituencies in the labour relationship, though with differing but equally legitimate views; and that it is through negotiation that equilibrium is achieved to the inherent conflict in negotiations. However, the marxists' perspective denies any commonality of interest between the parties, and therefore, any process that tries to build a commonality of interest is an attempt by capitalists to undermine the interests of the working classes.

Within the context of collective bargaining and management/union relationships, negotiations have a particular style and set of conventions through which parties reach consensus and formulate agreement. In spite of the differing preferred outcomes of the parties, the actual negotiation process and mechanisms enable the parties to reach consensus and formulate agreements.

Our two-day intensive programme adopts the view that negotiations is a complex process with many intervening influences. In turn, this brings about different tactics by the negotiators: communication, strategy, power, brinkmanship and bluffs!!

Course outline

Module 1: The recognition / relationship agreement as the basis for negotiations.

- Bargaining units
- Organisational rights
- Unprotected action
- Picketing rules
- Bargaining rights
- Role of minority unions during negotiations
- Role of "interested" and "other" parties during negotiations
- Dispute resolution procedure

Module 2: Procedure for wage negotiations

- Wage negotiations as part of the business calendar of the business /University.
- Union/s demands submission.
- Motivation of demands by Union/s
- Formulation of response by management.
- Seeking of mandate
- Convening of negotiation meetings.

- Agreement by both Union/s and management on negotiation schedules and addressing of preliminary issues if any.
- Agreement on feedback methods and times by Union/s

Module 3: The negotiation process

- The negotiating team/s.
- The nature of the negotiation process
- Conflict management skills
 - Non-violent tactics
 - Collaboration and compliance
 - Rights-based approaches
 - Ideology and negotiations
- The pluralist perspective to negotiations
- Pre-conditions for problem solving
- Successful negotiation
- Approaches to union-management negotiations
- Tactics to make critical offers
- Tactics for avoiding deadlocks
- Integrative/joint problem-solving /interest-based negotiation
- Mutual gains bargaining

Module 4: Negotiation outcomes: The collective agreement

- Definition of collective agreement
- Collective agreements vs. other agreements
- Effect of collective agreement
- Parties to the collective agreement
- Disputes about collective agreements
- Duration of collective agreements
- Extension of collective agreements
- Collective agreements and conditions of service
- Agency shop agreement and closed shop agreements as collective agreements
- Contents of collective agreement



Registration Form



In association with



presents

COURSE	COURSE DATES	FULL NAME OF DELEGATE(S)
Achieving Workplace Democracy Through Effective Workplace Forums (WPF) 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.
Effective Workplace Discipline and Grievance Management (EWD) 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.
Enterprise Risk Management (ERM) 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.
Negotiation Skills for Management and Union Officials (NS) 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.
Skills for Equity and Skills Development Committees (E&SDC) 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.
Strike Management Skills (SMS) 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.
The Protection of Personal Information (POPI) Act 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.

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Date Name and Surname Signature



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.