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THETA Accreditation Nr.
613/P/000051/2005

BUSINESS SOLUTIONS NETWORK

A DIVISION OF

TOURISM, HOSPITALITY &
SPORT BUSINESS SCHOOL

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Legal, Financial, HR/IR, Training &
Project Management Advisory
Services

YOUR SOLUTION FOR MANAGING DISCIPLINE, PERFORMANCE & RETRENCHMENTS IN THE WORKPLACE



ENSURING LABOUR LAW COMPLIANCE AND FAIR LABOUR PRACTICES

- Unsure of what the legal requirements are for a fair dismissal based on misconduct, incapacity (ill health and/or work performance) or operational requirements (retrenchments, redundancies)?
- Concerned that your Policies and Procedures do not satisfy all legal requirements?
- Concerned about the risk and/or cost of defending your case at the CCMA or at Bargaining Councils or at the Labour Court?
- Experiencing prejudice because of lengthy and costly suspension procedures pending the holding of Disciplinary Hearings?

**MANY EMPLOYERS HAVE LEARNT COSTLY LESSONS FOR NOT
COMPLYING WITH LABOUR LAW REQUIREMENTS FOR FAIR
DISMISSALS AND RETRENCHMENTS.**

**BSN OFFERS A RANGE OF PROFESSIONAL SERVICES BY
EXPERTS TO ENSURE COMPLIANCE WITH LABOUR LAWS**

BSN is a professional Consultancy with twenty years experience in Labour Law and offers the following services to its clients across all sectors

- Drafting of Employment Policies and Procedures to ensure legal compliance
- Revision of existing Employment Policies and Procedures to ensure legal compliance
- Disciplinary Codes and Procedures
- Managing work performance: systems and procedures
- Managing Grievances in the workplace
- Investigating allegations of misconduct or non-performance/ Forensic Investigations
- Drafting allegations of misconduct or non-performance for referral to a Disciplinary or Performance Hearing
- Chairing of Disciplinary Hearings
- Chairing of Appeal Hearings
- Chairing of Grievance Hearings
- Preparing for CCMA Conciliation, Con-Arb or Arbitration
- Preparing for Dispute Hearings at Bargaining Councils
- Attendance at CCMA, Bargaining Councils and Labour Court

- Retrenchments and Redundancies
- Dispute Handling Procedures
- Effective negotiation processes
- Effective consultation processes
- Training on HR/IR/Labour Law issues
- Project Management

FOR INFORMATION ON ANY OF THESE CONSULTANCY SERVICES OR TRAINING PROGRAMMES PLEASE CONTACT BUSINESS SOLUTIONS NETWORK (BSN) AT 071 0493 221 OR EMAIL TO info@tourismtraining.co.za

PERFORMANCE MANAGEMENT TRAINING PROGRAMME



Aimed at optimizing staff performance!!!

Invest in the performance of your most valuable asset - your Staff!!

“Tell me how I’m doing!” - a common plea from staff in organizations. More often than not, we tell people “you’re doing a great job” and believe that this is all that’s needed.

LEARNING OUTCOMES

On completion of this programme, participants will be able to:

- Determine key result/performance areas or outputs in line with the organization’s vision, mission and values
- Identify Performance Management Policies and Procedures
- Understand and implement a Performance Management system and process
- Determine key competencies required for a job i.e. inputs
- Set measurable standards against inputs and outputs
- Conduct performance appraisals
- Handle performance deficiencies: communication; processes for improving management; accessing Disciplinary processes where appropriate and relevant
- Relevance of Career Development; Salary / Remuneration Benefit Reviews; Incentives

PROGRAMME DURATION

This is a 2-day programme

DATE AND VENUE OF TRAINING WORKSHOP

29 and 30 January 2009

Bryanston, Johannesburg (near Monte Casino and Fourways Mall, off William Nicol Road at N1 Highway)

FOR MORE INFORMATION OR TO REGISTER DELEGATES CONTACT DON OR CATHY AT info@tourismtraining.co.za