



Derek Hendrikz Consulting Presents:

Employment Equity Management

Duration:	3-days
Max. Participants:	20
Facilitators:	1
NQF Level:	5
Total Credits:	10
SETQAA Accreditation:	Services SETA – Decision Number 2072

About the workshop:

In South Africa, Employment Equity applies to all employers and workers and protects workers and job seekers from unfair discrimination, and also provides a framework for implementing affirmative action. The workshop is aimed at any person who needs knowledge and skills in the field of employment equity management and implementation.

The workshop outcome:

On completion of the programme participants will be able to effectively apply the principles of employment equity management within their organisations.

SETQAA Accreditation:

On successful assessment of the learner's portfolio of evidence, he/she will be accredited on the following unit standard:

Unit Standard:	US Number:	Credits:
Apply the principles of employment equity to organisational transformation.	116927	10

Participants will be assessed on the following specific outcomes:

1. *List (comprehensively) the key elements of the Employment Equity legislation.*
2. *Present an understanding of the link between employment equity and the business strategy.*
3. *Determine whether the appropriate relationships exist between Employment Equity and factors impacting on it.*
4. *Identify non-compliance with employment equity strategy and purpose.*

Included:

All programme materials and handouts as well as the issuing of certificate on completion of programme. Permanent record will be kept of all programme results and assessments.

Training methodology:

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace. As with all DHC training programmes, we strive to effect actual change back at the workplace through practical outcomes-based training.

Programme:

Time:	Day 1:	Day 2:	Day 3:
08:00-10:00	Introduction to Employment Equity (EE).	Aligning Employment Equity with Organisational Transformation.	Implementation of EE Programmes.
10:00-10:30	<i>Convenience Break</i>		
10:30-12:30	Understanding the Employment Equity Act.	Identifying organisational non-compliance to EE.	Effective monitoring of EE Programmes.
12:30-13:30	<i>Lunch</i>		
13:30-15:00	The difference between Employment Equity, Affirmative Action and Black Empowerment.	Factors impacting on EE implementation.	Compilation and submission of EE reports.
15:00-15:15	<i>Convenience Break</i>		
15:15-16:00	Day Review	Day Review	Programme Evaluation

Who Should Attend?

- Management on all levels.
- Business owners and unit managers.
- Supervisors on all levels.
- HR managers and personnel practitioners.
- Any person interested in supervising effective customer service practice.

Day 1:

Introduction to Employment Equity (EE)

- Understanding Employment Equity.
- The rationale and history of employment equity.
- Which companies need to comply with the EE Act?
- Who is protected and included?
- Liability of employers.
- Criticism towards EE?

Understanding the Employment Equity Act (Act 55 of 1998)

- Understanding the Act.
- Prohibition of unfair discrimination.
- Affirmative Action.
- Commission for Employment Equity.
- Enforcement and legal proceedings.

The difference between employment equity; affirmative action and black empowerment

- Understanding Affirmative Action.
- Understanding Black Empowerment.
- Broad-based vs. Narrow-based Black Empowerment.
- The relationship between Employment Equity, Affirmative Action and Black Empowerment.

Day 2:

Aligning employment equity with organisational transformation

- The link between EE and organisational strategy.
- Developing organisational transformation objectives.
- Developing the EE plan and targets.
- Improving the organisational diversity profile.
- Aligning the EE plan and targets with organisational strategy.

Identifying organisational non-compliance to EE

- Codes of good practice.
- Job analysis and job descriptions.
- Recruitment & selection.
- Psychological assessments.
- Remuneration.
- Performance management.
- Harassment.
- Discipline, grievance & dispute resolution.
- Termination of employment.

Factors impacting on EE implementation

- Availability of skilled labour.
- BEE.
- Organisational culture.
- Resistance to change.

Day 3:

Implementing EE programmes

- Collection and analysis of information.
- Developing implementation goals and targets.
- Eliminating unfair discrimination.
- Organisational policy and practice.
- Consultation.

Effective monitoring of EE programmes

- Monitoring mechanisms.
- The role and function of the Department of Labour in terms of EE monitoring.
- Power of labour inspectors.
- Compliance orders.
- Assessment of compliance.

Compilation and submission of EE reports

- Who needs to submit EE reports?
- Format of the EE report.
- Contents and structure of the EE report.
- Frequency and deadlines of report submission.
- Penalties for non-submission.

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