

Employment Equity Committee Master Conference 2018



Investment Per Delegate: R 14 999,00
Date: 8–12 October 2018
VENUE: Indaba Hotel, Fourways Johannesburg



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About the Training

Practical Tools for Employment Equity Committees & Transformation Forums

Employment Equity Committee Training is essential if you want to avoid your company being fined up to 10% of your annual turnover for not complying with the Employment Equity Act. This training programme enables managers and consultation forums to work together effectively to ensure a constructive business transformation process. The training ensures that Employment Equity Committees understand their role and function. The conference looks at the legal reporting requirements of organizations as per affirmative action reports.

Training Objectives;

- ◆ To improve operations of Employment Equity committees and EE forums
- ◆ To up-skill employment equity practitioners to handle day to day challenges
- ◆ To increase employment equity compliance
- ◆ To clearly define roles and responsibilities of EE committees
- ◆ To give strategies to enable delegates to leverage Employment Equity as a strategic business advantage

Who should attend?

- Members of Employment Equity Committees,
- Workplace Forums or Consultation Committees,
- Senior managers,
- HR staff
- and anyone involved in drawing up or implementing Employment Equity plans for your organization

DAY ONE

Welcome and introduction

Course expectations

Goals and objectives of Masterclass

Session 1

The EE Act and its amendments - understanding, inter alia:

Definitions as amended

Amendments to Unfair Discrimination including Equal Pay for Equal Work

The purpose of the EE Act

The duties of the employer

The requirements for a compliant EE Plan

How the Department of Labour will assess compliance and EE Plan implementation, and how it will treat non-compliance

EE Successes and Challenges at Client (exercise)

EE Best Practice: Meeting the EE Challenge using the EE Act's Compliance obligation as Strategic Lever:

Embracement of principle that Gaps between existing HR Practices and Best HR Practices are barriers to the advancement of persons from Designated Groups

Benefits of Best HR Practice

Creating an Optimal Enabling Environment

What needs to be done in the conducting of EE Audits when using the EE Act's obligations as strategic lever in respect of

HR Policies, Procedures and Practices and

Diversity Inclusion and Working Environment

The relevance of digging deep - impact on retention, productivity and employee commitment

Closure of Day 1

Conference Day 2

Session 1

Effective Committee Functioning

Ground rules for functioning as a consultation committee

Essential EE Committee meeting skills

Drawing up a Constitution and meeting protocol

Good practice for company communication

Employment Equity Committees and Forums and day-to-day operations: Best Practice

Employment Equity Forums / Committees

Setting up Employment Equity Committees

The roles, duties & responsibilities of Employment Equity Committees

Dispute resolution and the powers of Employment Equity Committees

The challenges faced by Employment Equity Committees

A clear understanding amongst all Committee members of their roles and responsibilities

Day 2 cont'd

Involvement from a senior member of management to ensure feedback on issues of importance

effective chairperson, chosen by the Committee

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Benefits of Best HR Practice

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What needs to be done in the conducting of EE Audits when using the EE Act's obligations as strategic lever in respect of

HR Policies, Procedures and Practices and Diversity Inclusion and Working Environment

The relevance of digging deep – impact on retention, productivity and employee commitment

Closure Day Two

Conference day 3

Session 1

Talent Management: Employment Equity Planning and Diversity Management

Conducting a Workplace Analysis

Distinguishing between EE issues and other problems

Practical implementation of Employment Equity Plans

Consulting effectively with managers and employees on EE

Benchmarking against practices in SA businesses

An optimal enabling environment and sustainability

Talent Management in the context of creating an optimal enabling environment

The philosophy of Human Capital Value Chain Management Best Practice

Human Capital Planning Best Practice

The Workforce Management Challenge, with emphasis on 'core' and 'strategic' metrics

Human Capital Management and Development of Best Practice

Using Succession Planning as a tool in retaining top performing staff

Employee Lifecycle Management

Attracting and Recruiting Talent Best Practice

The relationship between Human Capital Value Chain Management Best Practice and high retention

Remuneration Management

How the EE Audit process can facilitate achievement of Talent Management Best Practice

Session 2

Creating a Diversity Inclusive Working Environment

The relationship between an optimal working environment and high retention

How the EE Audit process can facilitate achievement of Diversity Inclusion and high retention

Closure Day Three

Session 1

EE Numerical Goals and Target Setting:

The Purpose of the EE Act and the relevance of aligning EE Targets with the EAP

BEE Legislation and the impact on approach to EE Targets

How to set EE Targets aligned to BEE Codes and EAP

Factoring in Numbers forecasting and labour pool analysis of SQ persons in different industries

Ensuring buy-in from all stakeholders

Setting of EE Goals and EE Targets

Strategies to achieve EE Numerical Goals and Targets-Focus on Numbers:

The challenge facing employers

Ensuring effective management of EE Goals and Targets throughout the organisation

- Using an EE Goals Management Policy

- Other tools to ensure ownership and buy-in by Line Managers

Space creation as a strategy to achieve EE Goals and Targets

- Different options and strategies available

- How best to achieve it

Other strategies to achieve EE Goals and targets-case studies

Session 2

Ensuring strategic Planning and Management of EE Transformation:

Defining the framework for the implementation of effective EE Transformation

Identification of EE Best Practice objectives and strategies to support their achievement

Planning the audits

Deciding on what is to be audited

Deciding how the audits are to be conducted

Deciding, in the case of larger organisations requiring multiple EE Plans

- What is to be audited where and how?

- How the legal entities'/Divisions' EE Plans are to cascade into the Holding Company/Group's EE Plan?

Planning the EE Plan

Planning EE Plan implementation

Managing the implementation of the EE Plan

The role of the EEC and EEMS

The role of an EE Best Practice Policy and Procedure in the planning and management of EE at Client

End of day 4

Employment Equity: Statutory Responsibilities - Reporting & Compliance

Practical analysis of disciplinary codes, policies, EE plans and EE reports

Reporting on the Implementation of EE

Successful online EE reporting

Completion and submission of EEA2 and EEA4 reports

Report Writing Skills

Preparing for EE inspection

The Employment Equity Amendment Act No.47 of 2013 brought about some important changes regarding the timing of reporting. All designated employers must report every year. There is no longer a distinction between a large employer who reports annually and a small employer who reports bi-annually.

There have been changes to the reporting forms EEA2 (Employment Equity Report) and EEA4 (Income Differential Statement).

This session will deal with best practice in Employment Equity Reporting and will simplify the whole process around EE reporting for you.

End of training



REGISTRATION FORM - MKT

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