

THE EMPLOYMENT EQUITY ACT & ITS IMPLICATIONS IN THE WORKPLACE

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- > A detailed manual/workbook and electronic copy of course material
- > Professional presentation of the course content, case studies and practical exercises
- > One month of free telephonic and e-mail support included
- > Certificate of completion
- > Delivery of course material *(unless otherwise arranged)*
- > Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- > A suitable training venue with data projector
- > White Board and/or Flip Chart and markers
- > Lunch and refreshments daily

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★ COURSE OVERVIEW

The Employment Equity Act aims to eliminate unfair discrimination and achieve equitable representation at all levels in the workplace.

To assist you to understand the provisions of the Act, AstroTech is running a training programme which covers the following key topics:

- > The purpose of the Act
- > Unfair discrimination
- > Affirmative action
- > Analysis of Employment Equity strategies, policies & procedures
- > Developing Employment Equity plans
- > Compiling the Employment Equity plan
- > The Employment Equity report
- > Income differentials
- > Monitoring, enforcement and legal proceedings
- > Medical & Psychological testing
- > The consultation process
- > The EE committee: members, roles and responsibilities
- > Disclosure of information

...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- HR managers and directors
- Line managers
- Supervisors
- HR professionals
- Recruitment professionals
- Training and development managers and staff

★ OUTCOMES

After attending this course attendees should:

- Build an Employment Equity strategy in line with your organisational goals
- Learn practical approaches to Employment Equity implementation
- Understand the implications of the Act on your organisation
- Understand how to ensure no unfair discrimination in your organisation
- Learn what an Employment Equity plan & report involves

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.