

Tel :011 814 1975	e-mail: johan@motivate.co.za	124 Graaff Reinet Street
Cell :083 304 2867		P.O. Box 1937
Fax :086 603 7931	www.motivate.co.za	Nigel 1490

The EMPOWER

Fundamentals of Effective Discipline and Dismissal
Workshop

Don't get caught in the ACT

You can, and you should, control your workplace.

Properly applied the Labour Law is a powerful management tool.

An employee's primary obligation towards the employer is to provide his/her services at the TIME in the MANNER and to the STANDARD set by the employer. Should the employee, without good reason, fail to fulfil this obligation then he/she is in breach of contract and the employer is entitled to take steps to rectify the breach.

Properly applied discipline has a very positive effect on the morale of your employees. The key principle is that employers and employees should treat each other with mutual respect. A premium is placed on both employment justice and the efficient operation of the business. While employees should be protected from arbitrary action, employers are entitled to satisfactory conduct and work performance from their employees.

Legislation places great emphasis on Procedural and Substantive fairness in disciplinary matters. The workshop gives delegates the knowledge necessary to implement effective, fair and legal disciplinary procedures in the work place.

You will learn

- ☛ Obligations of Employees and Employers towards each other.
- ☛ The 3 Legal reasons for dismissal.
- ☛ The proper procedure for applying discipline and or dismissing an employee.
- ☛ The difference between Discipline and Punishment.
- ☛ The importance of dealing with performance and behaviour.
- ☛ The Impartiality model.
- ☛ Dismissal Ill Health.
- ☛ Dismissal Poor Performance.
- ☛ The difference between a "fair" and "unfair" dismissals.
- ☛ What constitutes an "Automatically Unfair" labour practice.
- ☛ How to conduct a Disciplinary Enquiry.
- ☛ Termination of service.
- ☛ What records should be kept and Why.
- ▶ Each delegate will get a Discipline and Dismissal "Tool Box" with all the necessary forms, policies and procedures necessary to implement effective disciplinary procedures in the workplace (R150.00 value).

Don't get caught in the ACT. Use the ACT to take back control of your workplace

The EMPOWER
Fundamentals of Effective Discipline and Dismissal
Workshop

Don't get caught in the ACT

You can, and you should, control your workplace.

Properly applied the Labour Law is a powerful management tool.

To book this powerful workshop to EMPOWER your team
call Johan or Linda @ **083 304 2867** or e-mail : **johan@motivate.co.za**

You get an iron clad **Customer Satisfaction Guarantee**

I am very proud of the work that I do and I am committed to offering great service and products that will improve your life and solve your problems. So to give you the peace of mind knowing that you are working with a dedicated professional I offer you a

"Customer Satisfaction Guarantee"

which means that if you feel my services were not of an acceptable standard or did not meet your requirements then you do not have to pay.

I believe that

"Smart talk might get you into the job, but only smart work will keep you in the job"

Johan V Campbell - The Corporate Healer

Certified POWER Practitioner

Life and Business Coach

VISION

To be recognised
as the world's leading provider
of business and personal development systems.

A professional speaker and trainer, Johan delivers exciting and empowering presentations, seminars and workshops. Using his diverse background to relate to key business principles, Johan enriches his content with insightful and dramatic illustrations, stories, and humour.

Johan has the ability to make the most complicated subject easy to understand and the most sensitive subject easy to deal with.

In the words of one delegate:

"It's been said that a picture paints a thousand words, Johan's words paint a thousand pictures. You don't listen to Johan. You experience him"

In the words of another delegate:

"Johan gives us a genuinely original and inspiring way of understanding ourselves and our place in the universe. I was increasingly impressed and then converted by his learned explanation for society's competitive and self-destructive behaviour."

More than thirty years of business experience provides a vast wealth of information and experience upon which he draws as a *professional speaker and trainer* in relating to his audiences. Each presentation is a "living work in progress" constantly evolving as new information is discovered.

Johan's workshops and seminars have been rated by virtually every delegate as the best they have ever attended and the results in terms of personal growth have been phenomenal.

*Johan's goal in speaking to each group is threefold:
to open their minds, to touch their emotions, and to challenge their perceptions.*

Fundamentals of Effective Discipline and Dismissal

*An organisation is only as good as the people in the organisation
therefore to build the organisation you have got to build the people.*

The EMPOWER
Fundamentals of Effective Discipline and Dismissal
Workshop

Johan is the author of the Internationally published "**A Practical Guide to Employee Management**" and has been involved in resolving internal labour disputes for over 8 years.

This is what a client wrote after a disciplinary that I chaired for her.

I would like to acknowledge and thank you personally for the very professional, and at the same time "human" way in which you conducted the Enquiry. I feel, as a result, the many hours spent on the preparation were well worth the lessons that have come out of it for all concerned, and that, regardless of what unfolds as the final outcome, we will all have grown through the experience.

Some feedback from previous workshops

- Has extensive, in-depth knowledge of the subject and practical solutions to questions.
- I really like your style. You know your subject and can keep audience attention at all times.
- Excellent facilitator. Kept my attention. Made the subject very interesting. You do have a passion for what you are doing.
- Contents covered are relevant to the current problems that we are experiencing.
- Change of my behaviour when dealing with offenders.
- The theory and information about what the law allows. I believe that if you are not knowledgeable on these labour processes or issues, staff can lead you to believe what is right for them and then you are the one sitting with the frustration.
- By applying the knowledge gained, my leadership will be more exemplary and based more on facts rather than emotion and personal feelings.
- Yes - that being a manager does not mean that you are automatically capable - you must know and **apply** the correct procedures and especially being legal in these issues. To AVOID the CCMA.