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The EMPOWER

Fundamentals of Employee Management

Workshop

Managing yourself and your staff for Optimum Performance
an intensive 2 day workshop that will
massively improve your performance as a manager.

The core purpose of management is to combine the different strengths, talents and abilities of the members of the organisation and then to guide them in a direction that will achieve the objectives of the organisation. In today's fast changing world it is essential, for any organisation that wants to lead the field, to ensure that all its members' efforts are focussed on a common goal.

It has often been said that "If you keep on doing what you've been doing you'll keep on getting what you've been getting" Well that is no longer true. What worked and was acceptable yesterday may well not work or be acceptable today. Just to keep on getting what you've been getting you've got to change what you've been doing. You have a responsibility to yourself to constantly strive to improve your performance and service to ensure that you meet the new demands placed upon you.

This 2 day intensive:

- > Shows you how to minimise conflict with effective management (The best time to solve a problem is before it happens)
- > Supply's you with practical tools to resolve conflict when it breaks out.
- > Will give you the knowledge of Labour Law and Staff Management you need to keep your business functioning smoothly.

Comments from previous delegates

- ☛ You remind me of Dr Leo Buscalia, very humorous and well spoken . You accurately portray the balance between management and employees. *Mashilo Ranamane - Eagle Ottawa*
- ☛ The best workshop in this field that I have ever attended. I had fun. *Denise Keiser - HR Manager, C-TEC Industrial.*
- ☛ Highly informative, presented in a friendly relaxed manner, extremely valuable to any business owner or manager. *Louise Ford - Owner - Think Creative.*

WORKSHOP CONTENT

Every manager should be aware of the environment in which he/she operates. When dealing with employees it is essential that you understand both the legal and the business environment.

The task of a manager is complicated by the complex Labour Laws that govern the employer/employee relationship. These laws confer rights and impose obligations on both the employer and the employee and most problems in the workplace occur when one party knowingly or unknowingly infringes the rights of the other.

Fundamentals of Employee Management - (in-house)

*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
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In order to master a process you have to understand it. The effective management workshop is designed to give you the knowledge and understanding of labour legislation and staff management necessary for you to implement effective management systems.

The Manager And The Law

Why do we have legislation?

What legislation do we have to contend with?

The moral and legal responsibilities of the employer and the employee.

The Employment Process

Employee management starts with recruiting the right staff. Recruiting the right staff starts with a detailed job description. You will learn an effective system to minimise "recruitment regret".

> Recruiting

- > **Job description** - You cannot manage that which you cannot measure.
- > **Advertising** - How to attract the right staff and what pitfalls to avoid.
- > **Selecting** - Getting the best candidate on board with out falling foul of the Law
- > **Employment Contracts** - Why you should have them. How, and when, to use them.
 - > Indefinite
 - > Fixed
 - > Job Specific
 - > Independent Contractor

The Management Process

A manager's job is to get things done, not necessarily to do them. The ability to inspire other people to achieve the objectives of the organisation is the sign of a good manager.

- > **Employee records** - What records should you keep and why.
- > **Communication** - Overcoming the "Barriers to Communication".
- > **Delegation** - Maximise the potential of the team. How to give instructions.
- > **Performance Evaluation** - Tracking and measuring your employee's progress.
- > **Grievances** - How to implement an effective dispute resolution process.
- > **Discipline** - How to apply and enforce your rules and regulations, without falling foul of the law. 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.

The workshop is designed to have a logical flow with each section being reinforced by the previous sections. This is a very practical and interactive process with many practical exercises that reinforce the principles learned. I am sure that you have often heard and used the phrase "Knowledge is power" well that is not necessarily true I prefer the following statement.

*Correct, Relevant Knowledge Is Useful
Correct, Relevant Knowledge Correctly Applied Is Power
But Understanding! Understanding Is Freedom!*

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Effective management is not a science, it is merely a sequence of logical steps. If you follow the steps and apply the principles laid out in this workshop you will be well on your way to becoming an effective manager. We can give you the knowledge but only you can decide to apply it. If you apply this knowledge with a sense of humour, patience, understanding, flexibility and above all a sense of reasonableness and fair play, then you will be a super manager.

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

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.*

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Your Presenter - Johan V Campbell

- has years of practical business experience;
- is the author of the popular do-it-yourself HR manual "A practical guide to employee management" published by Butterworths;
- is a very popular speaker, presenter and life skills trainer;
- will enthral you with his enthusiasm, knowledge and energy.

What Previous Delegates Have To Say

Johan covers areas including effective staff management and controls, managing people for maximum results - Johan is a dynamic speaker with a superb sense of humour and has consistently added value to our training programs in his area of expertise. - *Brenda Macqueen - Director, Franchise Directions*

You remind me of Dr Leo Buscalia, very humorous and well spoken. You accurately portray the balance between management and employees. - *Mashilo Ranamane - Eagle Ottawa*

Absolutely fantastic. I learned more than I expected. - *Monica van Tonder - Brink ERA Property Group*

The presentation is of high quality, clear, precise and very informative. Has great value for employee management. - *M.L. Bantsi - IR Manager, Air Botswana*

All my people have to attend this workshop. - *Carlos Martin - Director, Stope Support Systems.*

The best workshop in this field that I have ever attended. - *Denise Keiser - HR Manager, C-TEC Industrial*

Best time I've ever spent out of the office. - *Desirée Schwabe - Manager Harvey World Travel*

Johan is enthusiastic and inspiring. It's a MUST - *Doraine van Rij - Owner - Vetkoek Maleis Franchise Group*

A well prepared presentation which allowed for participation.

Lively. Practical. HR made easy. - *M.K. Kgang - Democratic Nursing Organisation of SA*

Totally different from other courses dishing up management models and theories. If you want to learn more with regards to Labour Law there is nowhere else to go to get such intensive training. Johan is excellent at what he does. - *C Viljoen - KS Projects*

Johan gave 101%. Excellent interaction with audience. Relates managerial concepts to practice. Gives sound advice on improving service delivery. Labour Laws are not a burden if you manage your business well - *J Maluleka - Telkom SA*

I learned a lot and had a great deal confirmed. Excellent material and very good value for money. - *A Du Plessis - Snr Commissioner CCMA*

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Call Now! - When did you ever do anything tomorrow?

"The essence of management is decision making.
The essence of decision making is knowledge and understanding"