

THE EMPLOYMENT EQUITY AND HUMAN CAPITAL INVESTMENT SYMPOSIUM



Date: 29 August 2016– 14 September 2016

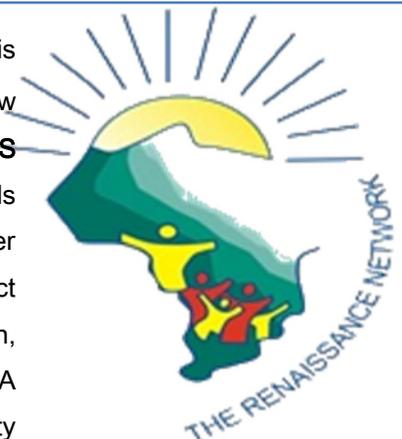
Daily times: 08:30-16:00

Venue: Joburg Theatre
Braamfontein, Johannesburg

Registrations Deadline: 12 August 2016

Purchase Orders will secure booking of spaces.

The Annual Employment Equity and Human Capital Investment Summer School is organised by **The Renaissance Network**, a Human Resources and Labour Law Consultancy, fully owned by a black female entrepreneur and **Layla Cassim ERS Consultants**, also a black youth/female-owned business. We jointly specialise in Skills Development, Labour Relations, Workplace Transformation, Employment Equity, Gender Mainstreaming, Disability Management, Organisational Culture and Climate Audits, Conflict Management and Dispute Resolution, Mentorship, Succession Planning, Talent Retention, Diversity Management, Skills Audits, HR and Labour Law Policies and Strategies, CCMA Representation, Chairing of Disciplinary Hearings, Youth Development, Community Development, Research Methodology, Academic Writing and Publishing, Thesis Writing, and Postgraduate Development, Industrial Theatre for workplaces.



Lead Facilitators:

- Adv Hassan Cassim
- Ms Kudsiya Cassim
- Dr Layla Cassim
- Dr Meryl du Plessis
- Ms Sharon Shakung

Benefits for Delegates include:

- An invaluable opportunity to network, share ideas and perspectives on the key challenges facing EE/ HR Practitioners in the SA workplace and explore effective strategies to address these
- An enhanced understanding of labour legislation that impacts on the appointment and advancement of people with a disability in the workplace
- Promoting the accelerated career development and mobility of women through a structured personal and professional development model
- Harnessing the value of diversity in optimal teamwork
- A better understanding of how to address harassment, workplace bullying and sexual harassment in the working environment within labour legislation
- An improved understanding of the benefits of integrated succession planning and management in the leadership continuity process
- Adding value to your Employment Equity planning, implementation and monitoring processes

Who Should Attend

- HR/Human Capital Managers
- Employment Equity Specialists and EE Forum Members
- Gender Desk Personnel
- Line Managers and Supervisors
- Academics
- Researchers
- Policy Makers and Reviewers
- Training managers
- Skills Development Facilitators
- Employees from all levels of an organisation
- Board Members
- Executive Management
- Gender Mainstreaming Practitioners
- Labour Relations Managers
- NGOs
- Trade Unions
- Workplace Transformation Specialists



Overview of Workshops

Workshop 1: Implementation of Employment Equity in the Workplace

Aligned to SAQA-registered Unit Standard -116923: "Implement an employment equity programme in a company."

The primary objective of this learning programme is to equip the learner with the skills and knowledge needed to understand and apply the Employment Equity Act (no 55 of 1998) and the relevant Codes of Good Practice that support this legislation in the transforming workplace to achieve optimal organisational effectiveness, performance and service delivery, with particular emphasis on all aspects of legal compliance, the most up-to-date regulations and sound employment practices.

The content of this learning programme is embedded within the workplace transformation context of the organisation and is strategically aligned with the legislative and business imperatives that challenge organisations in both the public and private sector in South Africa both in the short- and longer term.

Participants will also be guided through practical work-based assignments that will enhance skills and knowledge transfer to real-life work scenarios and play an enabling role in achieving desired results with the planned process of effectively planning, implementing, monitoring and evaluating the employment Equity process in an organisation.

Key learning outcomes:

- Report on contributions made in compliance with the Employment Equity Act.
- Compile relevant Employment Equity and organizational transformation reports and trend analyses.
- Participate in liaison activities to clarify embedded EE assumptions and expectations.
- Design monitoring processes to ensure effective implementation of Employment Equity.
- Prepare and implement a comprehensive report and recommendations on the overall status of EE implementation within a company.

Workshop 2: Human Capital Investment

The main objective of this practical and interactive workshop is to enhance the understanding of Human Resource Practitioners and Workplace Change Agents of identified human capital investment initiatives geared at optimising the value of the human element for the common good of the individual and the business.

Key focus areas:

a. Strategies for Engaging and Retaining Talent

- Introduction to the new world of work.
- Understanding emerging talent management paradigms.
- The changing face of employee engagement.
- Defining and recognizing talent in your industry/organization.
- Retaining the mobile, new-age worker.

b. Effective Positioning of HR as a Business Partner

- The role and impact of HR beyond administration.
- People Management and Leadership as a business imperative.
- HR as strategic business performance partners.
- People development as a core skill within line management.
- Developing and transforming the culture of the organization through its people.

c. The Transformative Impact of Technology on People Management and Leadership

- The pre-technology workplace vs the high-tech work environment.
- Technology enabled employee access and engagement.
- Improving collaboration, fostering innovation.
- The age of social marketing and sourcing.
- Social learning and e-learning.

d. Advancing your Journey in Personal Mastery and Transformation

- Beyond one type of intelligence.
- Integration of IQ, EQ and SQ for effective leadership.
- Integrity and alignment of values, vision, communication and action.
- Self-leadership and impact on others.

Overview of Workshops

Workshop 3: Addressing Sexual Harassment in the Workplace

The primary objective of this workshop is to enhance participants' understanding of addressing sexual harassment in the changing workplace, within the SA labour legislative framework, with particular reference to the SA Constitution, Employment Equity Act, 55 of 1998, the Labour Relations Act of 1995, the relevant Code of Good Practice and a best practice model.

Key focus areas:

- Contextualising Sexual Harassment within relevant South African Labour Law and the transforming landscape of work.
- A Definition of Sexual Harassment.
- The Employer's obligations to employees within a legal framework.
- Creating an organisational climate conducive for the optimum performance of employees, meeting the needs of both the individual and the business.
- An overview of a Policy and set of procedures related to sexual harassment in the workplace.
- Promoting communication and awareness amongst all stakeholders of the organisation's sexual harassment policy and intent.
- How to deal with a sexual harassment case.

Setting an example is not the main means of influencing others; it is the only means."

Workshop 4: Addressing Harassment and Bullying in the Workplace

The primary objective of this interactive workshop is to enhance participants' understanding of addressing harassment in the changing workplace, within the SA labour legislative framework, with particular reference to Protection from Harassment Act, the SA Constitution, Employment Equity Act, 55 of 1998, the Labour Relations Act of 1995, the relevant Code of Good Practice and a best practice model.

Key learning outcomes:

a. Workplace Harassment

- Understanding the different forms Harassment in the workplace
- The rights of employees
- Responsibility of the Employer

b. Harassment in General

- Understanding and applying the Protection from Harassment Act
- Understanding the general definition of Harassment as outlined in the act
- The rights of victims of harassment
- Understanding the process in applying for a protection order
- Implications of the Act in the Workplace
- The role of the employer

c. Specific focus on Addressing Sexual Harassment in the workplace includes:

- Contextualising Sexual Harassment within relevant South African Labour Law and the transforming landscape of work.
- A Definition of Sexual Harassment.
- The Employer's obligations to employees within a legal framework.
- Creating an organisational climate conducive for the optimum performance of employees, meeting the needs of both the individual and the business.
- An overview of a Policy and set of procedures related to sexual harassment in the workplace.
- Promoting communication and awareness amongst all stakeholders of the organisation's sexual harassment policy and intent.
- How to deal with a sexual harassment case.

Overview of Workshops

Workshop 7: Diversity Management in the Workplace

Aligned to SAQA-registered Unit Standard - 116924: "Implement a programme of diversity management in the workplace."

The primary objective of this learning programme is to equip the learner with the skills and knowledge needed to understand the complexity of diversity-related issues in the transforming workplace and the effective management thereof, with particular emphasis on behavioural competencies needed to master Diversity Management in one's quest for Diversity maturity. The content of this learning programme is embedded within the workplace transformation context of the organisation and is strategically aligned with the legislative and business imperatives that challenge the organisation both in the short- and longer term.

Participants will also be guided through practical work-based assignments that will enhance skills and knowledge transfer to real-life work scenarios and play an enabling role in achieving desired results with strategic high-profile Change and Diversity Management projects, in alignment with relevant organisational priorities.

Key learning outcomes:

- Demonstrate an understanding of diversity, strategic diversity management and related foundational principles and concepts in the transforming workplace context.
- Develop an enhanced understanding of the relationship between effective Diversity Management and key transformational imperatives facing the organisation.
- Identify the different forms of discrimination prevalent in a typical work environment and the barriers they pose to the effective management of diversity.
- Define the role of organisational culture in the promotion of Diversity Management in the workplace.
- Conduct personal reflection and introspection in charting one's own journey towards Diversity Consciousness and Maturity.
- Develop an improved understanding of the benefits of valuing and harnessing Diversity for optimal Teamwork.
- Recognise the importance of mastering

Workshop 8: Effective Disability Management in the Workplace

Focus of this interactive workshop: An overview of the legislative context: The Employment Equity Act, 55 of 1998 as amended, the relevant Code of Good Practice and the Department of Labour's Technical Assistance Guidelines on the Employment of People with Disabilities-: A Focus on the Employment, Management and Advancement of People with Disabilities in the transforming South African workplace

Key learning outcomes:

- Identifying Disabilities*
 - Physical disabilities
 - Neuro muscular disabilities
 - Neurological disabilities
 - Sensory disabilities
 - Communication disorders
 - Intellectual learning disabilities
 - Mental health/psychological disabilities
- Reasonable Accommodation*
 - What is reasonable accommodation?
 - Key aspects of reasonable accommodation
 - What is unjustifiable hardship?
 - Addressing discrimination in the workplace
 - Specific barriers faced by people with disabilities
 - How can we practically overcome these barriers?
- The Employment and Advancement of People with Disabilities (PWD)*
 - The business case for employing PWD
 - Benefits of employing PWD
 - Recruitment and selection
 - Training and Development
 - Creating an enabling and supportive environment
 - Performance Management
 - Developing retention strategies
 - Integrating employees with a disability into the workplace
- The conceptions of disability that underpin SA labour laws*
- Enforcement of employers' positive duties in respect of employees with disabilities*
- Optimal pharmaceutical care for people with disabilities: Getting the most out of health care services*

Ms Sharon Shakung



Sharon is owner and director of Sharon Shakung & Associates, a People Management and Organisational Development practice that offers consulting and training/learning facilitation services to organisations across industries. She is a seasoned professional with over 18 years' experience as a management consultant, professional trainer, strategic facilitator and conference speaker. Her areas of expertise and interest include employee engagement, management and leadership development, organisational values and culture, and change/transformation management. Sharon holds a BSc in Chemistry and a Post-Graduate Diploma in Management, from the University of the Witwatersrand and the Wits Business School respectively. She is passionate about empowering others through knowledge-sharing and motivation.

Ms Kudsiya Cassim



Kudsiya is the founder and Managing Member of The Renaissance Network. She holds a BA degree, the Advanced Executive Programme and numerous business-related qualifications. She has an extensive experience and expertise profile of 28 years in the field of Human Resource Management and Management Consulting which includes specialist competencies in areas such as Women's Empowerment, Workplace Transformation, Organisational Culture and Climate Audits, Skills Audits, Performance Management, Human Resource Management, HR Policy review and design and People Development. The Renaissance Network also specialises in labour law, youth development and conference organising. Kudsiya's keen interest in youth development was demonstrated in her business publishing two youth anthologies in 2000 and 2003, namely Celebrating Youth Awakenings (Vol 1 & 2).

Adv Hassan Cassim



Hassan holds a BA and LLB degrees from UNISA. He is currently registered for an LLM in Human Rights Law at the University of Johannesburg. Adv. Cassim is a Senior Labour Law Consultant providing a specialist service to clients in both the public and private sectors on the full spectrum of labour law and labour relations in the transforming workplace. His expertise includes design and facilitation of workplace learning programmes in HR and Labour Relations, policy and strategy development, implementation and monitoring, dispute resolution, mediation, representation at the CCMA and the Labour Court, organisational culture and climate audits, consulting and training on comprehensive services related to the implementation of Employment Equity in compliance with legislation and in keeping with best practices. He jointly manages The Renaissance Network.

Dr Layla Cassim



Layla is a registered, practising pharmacist in South Africa and holds a PhD in Pharmacology, as well as an MBA (cum laude). She is the owner and Managing Member of Layla Cassim ERS Consultants CC. The company is an independent, micro enterprise. Layla works in both the public and private sector as a pharmacist. She has been a Senior Lecturer in the Division of Clinical Pharmacology at the University of Cape Town. She lectures Pharmacology at both an undergraduate and postgraduate level. Layla is a reviewer for the South African Pharmaceutical Journal and has two regular columns in the magazine Pharmacy Update. One of these is a clinical column on various medical conditions, and the other is a pharmacy practice column, which she writes together with a former lecturer of hers from Rhodes University, Ms Wendy Wrench.

Dr Meryl du Plessis



Meryl is a senior lecturer at the School of Law, University of the Witwatersrand. She holds the degrees BCom, LLB (with distinction) and LLM (with distinction) from Rhodes University, as well as a PhD in Commercial Law from the University of Cape Town. Her research interests are in the areas of labour and social security law, with particular emphasis on access to work for disabled persons, occupational health and safety and worker's compensation.

Registration Form

**Registrations Deadline:
12 August 2016**

Please complete this Registration form and fax to (011) 868-2662 or email (scanned version) to renaissance@telkomsa.net

(Enquiries: Ms Kudsiya Cassim on 083 786 8605 – www.laylacassim.co.za)

Name of Organisation:			
VAT number			
Postal Address:			Postal Code:
Tel Number:		Fax Number:	

Delegate Details:			
Full Name:			
Designation/Job Title:			
Landline Number:		Fax number:	
Mobile Number:		Email:	
Full Name of Immediate Supervisor:		Tel Number of Immediate Supervisor:	
Full Name of Authorising Accounts/ Finance Contact Person:			
Landline Number of Authorising Accounts/ Finance Contact Person:		Fax Number of Authorising Accounts/ Finance Contact Person:	
Government Purchase Order Number:			

Please note: A separate registration form must be completed for each delegate attending

Registration of the above delegate is authorised by:								
Surname:	(Mr / Mrs / Ms / Dr / Prof)							
First Name(s):								
Position:		Department:						
Signature:		Date:	D	D	M	M	Y	Y

Seminar/Workshop information, dates and delegate fee (VAT inclusive):

Specialist Workshop			Date	Cost
<input type="checkbox"/>	1.	Implementation of Employment Equity in the Workplace	29 – 30 August 2016	R 5,000.00
<input type="checkbox"/>	2.	Human Capital Investment	31 August 2016	R 2,850.00
<input type="checkbox"/>	3.	Addressing Sexual Harassment in the Workplace	1 September 2016	R 2,850.00
<input type="checkbox"/>	4.	Harassment and Bullying in the Workplace	2 September 2016	R 2,850.00
<input type="checkbox"/>	5.	Mentorship for Career Mobility	5-6 September 2016	R 5,000.00
<input type="checkbox"/>	6.	Mentee Development for Career Enrichment	7 September 2016	R 2,850.00
<input type="checkbox"/>	7.	Diversity Management in the Workplace	7-8 September 2016	R 5,000.00
<input type="checkbox"/>	8.	Effective Disability Management in the Workplace	13-14 September 2016	R 5,000.00

Full attendance at ALL workshops	R 31,400.00 excl VAT
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A full-house discount applies to delegates attending ALL workshops	R 25,000.00 excl VAT
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A 10% discount applies to three or more delegates registering at the same time.

Please indicate attendance choice by marking the above relevant box(es)

* Investment, excl vat. Covers attendance at workshops, refreshments and lunch daily. Fee does NOT include overnight accommodation.

Account/Payment Details:

Account Holder: The Renaissance Network

Bank Name: ABSA Bank

Account Number: 4049551957

Branch Code: 632005

Terms and Conditions:

a. Payment Terms: Full payment is required within 7 working days from the date of invoicing. Payment must be received prior to the commencement of the event. **The Renaissance Network** reserves the right to refuse entry into the seminar and workshops should full payment not have been received prior to the date of the scheduled event. Cancellation will be charged in accordance with the conditions outlined in (b) which follow. **Purchase Order Notes must be faxed to (011) 868-2662.**

b. Cancellations, No attendance and Substitutions: Cancellations received in writing more than 14 days prior to the event being held carry a 50% cancellation fee. Should cancellations be received between 14 days and the date of the event, the full fee is payable and non – refundable. Non- payment or non-attendance does not constitute cancellation. No show will be charged the full registration fee. Cash alternatives are not permitted; however, substitutes at no extra charge are permissible.

c. Amendments to advertised programme: **The Renaissance Network** reserves the right to amend this programme without notice and in such situations no refunds or part – refunds or alternative offers will be made. Should **The Renaissance Network** permanently cancel an event, for any reason whatsoever; the Client shall be provided a credit of the equivalent amount paid towards the cancelled event. In the case of a postponed or cancelled event, **The Renaissance Network** will not be responsible for covering airfare, accommodation, or other travel costs incurred by Client.

d. Copyright: All intellectual property rights in the materials marketed by **The Renaissance Network** in connection with this event are expressly reserved and any unauthorised duplication, publication or distribution thereof is strictly prohibited.