

DAY ONE

08h00 – 08h50: Registration and Early Morning Refreshments

08h50 – 09h00: Welcome and Introduction

09h00 – 10h30: *Effective Employee Engagement and Talent Retention Strategies - Training Managers to Retain Talent*

- What is Employee Engagement
- Drivers of Employee Engagement
- Different types of Engagement Strategies
- Building your Employee Engagement and Retention Strategy roadmap
- Setting a context that activates passion
- Ways to accelerate employee engagement
- Social Media as a communication tool in engagement
- Models and Best Practice from leading organisations

10h30 – 11h00: Mid-morning refreshment break

11h00 – 11h30: *A DVD Screening on: A Peacock in the Land of Penguins, followed by facilitated discussion in plenary*

11h30 – 13h00: *Mastering Diversity Management as a Transformational Competency*

- Enhancing understanding of the definition of diversity, and related foundational principles and concepts
- Exploring the context for Diversity Management within the organisation
- Addressing Discrimination in the workplace
- The powerful role of organisational culture in the promotion of Diversity Management in the workplace
- Self-Reflection and Introspection:
- Charting one's own journey towards Diversity Maturity
- Valuing and Harnessing Diversity for optimal Teamwork
- Communication in multicultural work teams
- Mastering Strategic Diversity Management: A key transformational leadership competency
- Pledging commitment to personal mastery of Diversity Management

13h00 – 14h00: A networking luncheon

14h00 – 15h00 *Social Media and Human Resource Transformation*

- Global Trends in Social Media in Business
- Social Media in the Workplace
- Social Media Strategy for HR
- The impact of social media in HR Transformation
- Using social media for talent attraction and sourcing
- Improving collaboration; increasing innovation
- Assessing and mitigating business risk in social media

15h00 – 15h15: Short Break

15h15 – 16h00: ***The Role of Workplace Mentorship in the Career Management odyssey***

- A definition of mentorship,
- Mentoring and its benefits
- Understanding the developmental needs of mentees
- Understanding the roles and responsibilities of key stakeholders in the process
- Crafting a great mentoring partnership
- A personal investment in the mentoring relationship
- Exploring own frames of reference and value systems
- Coaching and counselling - from the beneficiary's perspective
- A commitment to self-managed learning and progress
- Communication
- Formalising the mentoring relationship
- Committing to a Personal Development Contract

16h00 – 16h15: Wrap-up and closure of the day's proceedings

DAY TWO

08h30 – 09h00: Early morning refreshments

09h00 – 11h30: ***The Effective Management of Disability in the Workplace, within the context of Employment Equity (EE) legislation***

- An overview of disabilities under the EE Act, 55 of 1998 and the relevant Code of Good Practice
- Understanding what constitutes a disability and how to relate to employees with a disability
 - 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?

10h30 – 11h00: Mid-morning refreshment break

- The Employment and Advancement of People with Disabilities
 - 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

11h30 – 12h30

Steps To Successful HR Business Partnering

- What CEOs and Executives are looking for from HR
- Redefining HR into a business strategist role
- Developing effective business partnerships
- The role and approach of HR required to deliver on value partnerships

12h30 – 13h00:

A DVD Screening on: Managers as Mentors, followed by facilitated discussion in plenary

13h00 – 13h45:

A networking luncheon

13h45 – 15h00

Succession Management: Filling the Pipeline

- The need for succession management as a business practice
- The leadership pipeline model and other models of succession management
- An inclusive and integrated approach to succession management
- Putting the right leaders in the right roles
- Potential/Performance plotting
- Best-in-Class organisations
- Barriers to implementation
- Soliciting senior management commitment to succession management

15h00 – 15h45:

Addressing Sexual Harassment in the workplace

-A Critical Step towards the elimination of unfair discrimination in the workplace

- The Employment Equity Act
- What is discrimination?
- Forms of sexual harassment
- Legislative imperatives
- The constitution of the Republic of South Africa
- The effects of sexual harassment
- Liability of the employer
- Workplace provisions and best practices
- Outline of a good Policy on Sexual Harassment
- How to deal with a sexual harassment case
- Sharing a case study

15h45 – 16h00:

Closure of proceedings

Ms Sharon Shakung

Sharon has 18 years' experience in Human Resource Management (HRM) and Organisational Development (OD) as a Management Consultant, Trainer, Facilitator, and Manager. She has worked successfully with senior management /executive teams in various organisations as a strategic partner and advisor on HR and OD issues, primarily in the science research sector.

Sharon has facilitated high-level strategic planning, business planning and performance planning processes (including implementation and review); developed and led customised management and leadership development programmes; designed and managed performance management systems; designed and managed employee and stakeholder engagement surveys; and led corporate values and culture change interventions.

Her areas of interest include organisational transformation, diversity in the workplace, and personal development. Sharon is currently involved in research on the impact of technology in education and in the new world of work.

Sharon holds a Bachelor's degree in Chemical Sciences from Wits university, and a Post-Graduate Diploma in Human Resource Management from the Wits Business School



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 Director of Layla Cassim ERS Consultants CC.

Layla has worked in the public sector (at the Department of Correctional Services), as well as in the private sector as a pharmacist. She has been a Senior Lecturer in the Division of Clinical Pharmacology at the Medical School of the University of Cape Town. She lectures Pharmacology at both an undergraduate and postgraduate level. She also conducts academic and research development workshops for postgraduate students, researchers and academics at both a public level and on an in-house basis. Some of her current clients are the University of Stellenbosch, CSIR and the NMMU.

Layla has a special interest in developing performance management systems in pharmacies, so that optimal pharmaceutical care can be provided to patients. In the education and skills development field, Layla provides a specialist professional service in the field of consulting and training in areas such as management consulting, skills development, workplace transformation, academic and research development. She also specialises in the Research and Science field, and offers a wide range of professional services in conducting research, report writing and pharmaceutical support and capacitation.

Her recent achievement is the launch of a Postgraduate Toolkit on CD which is a self-empowerment tool to assist postgraduate students in their studies in most disciplines from Honours to the PhD level.

Registrations Deadline:
13 October 2014

Please complete this Registration form and fax to (011) 868-2662 or email (scanned version) to lcassimers@gmail.com
(Enquiries: Dr Layla Cassim on 0749995847 – 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:		Any special needs re disability:	
Landline Number of Authorising Accounts/ Finance Contact Person:		Fax Number of Authorising Accounts/ Finance Contact Person:	
Government Purchase Order Number:		Dietary requirements:	

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

Account/Payment Details:

Account Holder: Layla Cassim ERS Consultants

Bank Name: ABSA Bank

Account Number: 4074692566

Branch Code: 632005

Reference: Please indicate your invoice number

Proof of payment (Remittance Advice or Deposit slip): To be faxed to (011) 868-2662 or emailed to Layla Cassim ERS on lcassimers@gmail.com

Seminar fee (VAT inclusive)

Date: 27-28 October 2014

R 3,990.00 (fee is for attendance and lunch on both days only, it does **not** cover overnight accommodation)

A discount of 10% per delegate applies for group bookings of five or more delegates made at the same time. All delegates attending Workshop J above will receive a FREE copy of Dr Layla Cassim's recently launched Postgraduate Toolkit on CD, valued at R 400-00.

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. **Layla Cassim ERS Consultants CC** reserves the right to refuse entry into the seminar 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:** **Layla Cassim ERS Consultants CC** 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 **Layla Cassim ERS Consultants CC** 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, **Layla Cassim ERS Consultants CC** 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 **Layla Cassim ERS Consultants CC** in connection with this event are expressly reserved and any unauthorised duplication, publication or distribution thereof is strictly prohibited. **e. Layla Cassim ERS Consultants CC** reserves the right to cancel or postpone this event. Delegates will be notified in writing at least seven (7) days prior to the event of any cancellation or postponement.