



The Conducting of Meaningful EE Audits and Development of Effective EE Plans

This workshop is aimed at giving Transformation Agents the insight, understanding and knowledge to ensure that value-adding EE Audits are conducted and effective EE Plans are developed at their organisations.

For the full details about this workshop and for online bookings go to www.ees.co.za



Introduction

The obligation imposed on employers by the EE Act to conduct an analysis of its Employment Policies, Procedures, Practices and Working Environment, and to draw an EE Plan based thereon, presents a golden opportunities to Transformation Agents (Transformation Directors, Managers, EE Managers or HR Managers entrusted with EE) to mainstream EE into the organization and to effect real change.

Unfortunately, reviews conducted by the Director-General of the Department of Labour have shown conclusively that the vast majority of organizations do not comply with these provisions of the Act. Those that do comply, more often than not play lip service to it, ending up with meaningless EE Plans incapable of implementation.

This course is aimed at addressing this gap and empowering Transformation Agents so that they can ensure that EE Audits are conducted and EE Plans are developed that achieve real transformation in their organisations.

About your expert presenters

JAN MUNNIK is regarded as one of the leading experts in EE Transformation in South Africa. He is the Managing Director of **EES-SIYAKHA** and facilitated the development of The EES Process and Manual, which set an industry standard for the successful implementation of EE Transformation. **EES-SIYAKHA** has subsequently developed the most comprehensive EE Transformation process in the market, which not only ensures Top Management leadership, but also the implementation of "best HR Practices", and effective change management. Jan has delivered papers at numerous conferences on EE and BEE. He consults to a number of prominent organisations and Government institutions. Jan also specialises in BEE strategy development, which he has facilitated for numerous clients in the private sector.

JOHN DICKERSON is a Human Resource Management Consultant. He has had extensive experience in all aspects of HR in blue chip companies, and was a senior operating partner and director in a high-profile consulting organisation. He has assisted many companies to bring their HR systems and processes in line with best practices. John has also held extra-employment executive leadership roles with The Institute for People Management, the Plastic Manufacturers Association, SEIFSA, the Metal Industries Bargaining Council and the Institute for Industrial Relations.

Day 1

- ◆ Welcome and introduction
- ◆ Understanding the scheme of the EE Act
- ◆ EE Act, Codes of Good Practice and Regulations relevant to the conducting of Audits and drafting of EE Plans
- ◆ Beyond the Act – A look at:
 - What needs to be achieved for sustainable EE Transformation
 - The role of EE Audits and resultant EE Plan in achieving sustainable EE Transformation
 - What needs to be audited and the focus thereof in order to achieve sustainable EE Transformation
- ◆ A glimpse at:
 - Talent Management Best Practice
 - Optimal Accommodation Best Practice (with a diverse workforce)

Day 2

- ◆ Contextualising the EE Audits in the EE Process
- ◆ The EE Audits
 - Understanding the Audit Process and what is being examined Barriers and Unfair Discrimination
 - * Policies, Procedures and Practices and their interrelationship
 - * The role of the EE Consultative Structure (“EECS”) in the identification of Barriers
 - Identification of barriers by the EECS with the emphasis of Best Practice HR gaps (Exercise)
 - The writing up of identified barriers and solutions
 - The verification process (Exercise)
 - Verification by Line managers and other stake-holders
 - The identification of Best Practice HR gaps in documentation generated by organisations’ HR processes by Line Managers (Practical exercise)
 - The Consolidated Report and its Verification
 - Approval by EXCO
- ◆ The EE Plan
 - Legal requirements and their practical application – what should go into the EE Plan (Exercise)
 - Drawing an EE Plan based on the Audit Findings and Recommendations (Exercise)
 - Principles to be applied in drawing a Meaningful EE Plan
 - A look at EE Plan samples
 - Facilitation of EE Plan implementation processes
 - Approval by EXCO
- ◆ Implementation, monitoring and evaluation of the EE Plan
- ◆ Evaluation and Closure

WE OFFER THE FOLLOWING DISCOUNTS AND SPECIAL OFFERS (BUT NOTE THAT YOU CANNOT COMBINE DISCOUNTS 1, 2 AND 4!)

1. Full payment seven working days from the date of your invoice gets you a 10% discount!
2. Should you be interested in attending a specific workshop that is not presented in your area, and you need to fly and stay over, we offer you 20% discount on that event.
3. Register three delegates for an event and a fourth delegate may attend free of charge.
4. A 35% discount to NGOs.



Name of workshop/seminar: _____

Date of workshop/seminar: _____

Fees per delegate: _____

Delegates' details

No	First name	Surname	Designation	Cell phone number	Email Address
1.					
2.					
3.					
4.					

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Organisation: _____

Email: _____

Vat registration: _____

Special dietary requirements: _____

Postal address: _____

Disabilities: _____

Code: _____

Contact person: _____

Tel: _____

Fax: _____

I have accepted the conditions printed below (please tick):

FAX THE COMPLETED REGISTRATION FORM TO HENNIE AT (011) 726 2400.
ENQUIRIES: Phone Hennie (011) 726 3040 or e-mail him at hennie@ees.co.za

PAYMENT (PLEASE NOTE THAT FEES ARE PAYABLE PRIOR TO THE START OF THE WORKSHOP):

Electronic Transfers:

Bank: FNB **Branch:** Northcliff **Branch Code:** 253 705 **Account No:** 62063883964
Account Holder: Equity Compliance and Solution (Pty) Ltd

Cheques to be made payable to Equity Compliance and Solution.

Once payment has been made, please fax through proof of payment. Please do not mail any payments.

TERMS AND CONDITIONS

1. **Cancellations:** Should you be unable to attend, we will accept your written cancellation by no later than 7 working days prior to the start of the workshop, in which event a cancellation fee of 25% will be charged. Thereafter, we regret we are unable to refund any fees, although in such cases we would be happy to welcome a colleague who would substitute your attendance or keep the credit for a following workshop with the same monetary value. Please note that the cancellation fee of 25% will still apply in such event. All cancellations must be confirmed in writing. 'No shows' on the dates of the workshop are still liable for the full payment. This clause also applies where we have received your registration form, invoiced you and awaiting your payment.
2. **EES-SIYAKHA** is not liable for any transportation or accommodation costs incurred related to the prospective attendance of an event that does not go ahead on the advertised date, in the absence of written confirmation from **EES-SIYAKHA** of the course proceeding on the relevant date (which will be furnished upon request in such event).