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# EE Workshop

## How to implement EE Transformation effectively as part of your BEE Strategy

For the full details about this workshop and for online bookings go to [www.ees.co.za](http://www.ees.co.za)



### Introduction

As Employment Equity and Skills Development now effectively count a whopping 37 points of your BEE Scorecard, and your Black Representation Targets have been set at between 40% (at Top Management level) and 80% (at Junior Management level), you can no longer afford to manage Employment Equity on an ad hoc basis, or below Executive visibility.

This unique, two-day eye-opening course will equip delegates with an understanding of all the complexities regarding effective EE Transformation implementation, including the framework, structures, processes, critical success factors, audits, plan and management procedures required therefore, and empower them to tackle such change effectively in the workplace.

### Quotes from previous EE Workshops

**"Everything about this event was positive - it was an eye-opener. The facilitators are extremely well-informed on the subject and are extremely accurate in terms of the information they provide! This was probably one of the best training sessions I've ever attended - so exciting!"** *Vuyiseka Mkele, Strate Limited*

**"I appreciated the genuine manner in which the content was delivered. It was not pretentious or just for political correctness. The 'common sense' in the methodology was just mind blowing! I was actively engaged every minute."** *Prashanta Motilal, Grindrod Management Services*

**"Very informative - most interesting. Excellent venue - very enjoyable, good speakers. Gave a good insight to as how many things relate to BEE and EE and other areas. The interaction between people was great. Thank you for two wonderful days."** *Margarett Ter Beest, DHL Global*

**"Facilitation was excellent; I was attending an EE Workshop for the first time; I could not pick up any gaps. I suspect that there's really nothing to improve on."** *R.M.Moleme, Mangaung Local Municipality*

**"The coverage was excellent; made us aware of some underlying problems that we have to face at our organisations. Very informative and educational."** *Cindy Maidment, LRG*

**"Highly Informative, learned a lot. The event was excellent."** *Gail Baxen, Mpumalanga Gambling Board*

**"For the position I've taken up in EE, this course has provided me with the insight I really needed. I also appreciate the manual to use as a reference."** *Zanele Chonco, Sun International*

**"I have gained a lot more knowledge about BEE and EE and I'm very excited to see if I can take this message back to my directors and get the ball rolling. Thanx a mill!"** *Marika Gregory, OMD Media Direction*

**"One of the best and informative workshops I have attended."** *Thembi Mngomezulu, Makro*

### Course outcomes will include an understanding of:

- ◆ Key concepts of the EE and SD Acts
- ◆ What EE, SD, BEE and transformation is really about
- ◆ What is needed for effective EE transformation
- ◆ The powers, authority, roles and responsibilities of the EE Committee/Forum and key role players
- ◆ How to prepare properly for your EE transformation intervention and get buy-in from your CEO/MD/GM for your EE transformation vision
- ◆ How to conduct meaningful audits and what audits to conduct
- ◆ How to set numerical goals and draw a meaningful EE Plan capable of implementation
- ◆ How to manage and implement your BEE and EE transformation effectively

### Who should attend this workshop?

- ◆ Managing Directors
- ◆ Corporate strategists
- ◆ EE Managers/BEE Managers
- ◆ Transformation Managers
- ◆ HR Managers
- ◆ EE Forum/Committee chairpersons/members

## Workshop outline

### Day 1

#### Background

- ◆ BEE – the rules of the game
- ◆ A look at
  - Employers' obligations in terms of the EE Act and SD legislation
  - EE and SD in the context of BEE
  - EE and SD BEE Scorecard targets
- ◆ The EE, and Skills and Human Resource Development Challenge
- ◆ Common requisites for the management of EE and Skills Development
- ◆ The relationship between EE Transformation, SD and Best HR Practice and identifying the key to effective EE transformation implementation
- ◆ Critical Success Factors needed for effective EE Transformation implementation

#### Phase 1: Preparation

- ◆ Defining the architecture for the implementation of effective EE Transformation
- ◆ An examination, and identification, of the transformation structures, powers and reporting lines that will be required for effective EE Transformation
- ◆ A look at the different steps in the Preparation Phase

### Day 2

#### Phase II: The Audits

- ◆ Effective EE transformation implementation – an in-depth examination of
  - the barriers that need to be identified and what to look for
  - the different Audits to be conducted
  - the process to be followed
  - the Consolidated Findings and EE Model

#### Phase III: The EE Plan

- ◆ What is required for the drawing of a meaningful EE Plan
- ◆ The setting of numerical goals and strategies
- ◆ Ensuring that your plan is capable of being implemented
- ◆ A look at actual EE Plans - understanding what your EE Plan should look like

#### Phase IV: The Implementation of Your EE Plan

- ◆ How to ensure that your EE Plan is implemented effectively
- ◆ Managing, monitoring and evaluating, your implementation

#### Moving forward

- ◆ Managing Change and Transformation throughout the Organisation
- ◆ How to get buy in from your CEO/MD/GM for your EE transformation vision
- ◆ How to take effective EE Transformation imple-

### 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.

#### 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 on (011) 726 3040 or e-mail him at [hennie@ees.co.za](mailto: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).