



Services we provide:

- Labour Law education programme
- ADR Processes and conflict resolution
- Organisational Development
- Policy formulation and project planning

Designed, Compiled & Facilitated by:

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Who we are

Shiv Nivaz Labour Consultants aims to provide a comprehensive package on labour matters to both our employee and employer organisation clients. Our helpful consultants will be on hand to support and advise our clients on the best way forward in dealing with workplace issues. We believe that open and honest dialogue is key to resolving workplace disputes, which will not only ensure labour peace in the workplace, but the longevity of the enterprise through good policy formulation that will sustain positive outcomes. To this end we provide a comprehensive training programme which both supports open dialogue and enables parties to work in a democratic manner to achieve social justice.

We believe that education is key to progress and therefore we offer a number of packages to both employer and employee organisations which facilitates a better understanding of workplace issues. Our trained facilitators and trainers will take you on this journey of learning and personal development to better capacitate personnel who work with and in labour relations matters.

We welcome both employer and employee organisations to express their needs and aspirations to us and we will convert these to achievable outcomes by bringing parties to our 'camp fire' under our very own 'baobab tree', hence our motto, **“working together for labour peace”**.

Our services are listed below as well as our training prospectus. You will find some courses are in the process of accreditation, it is our intention to accredit all our training packages as we embark on this new journey as well. So we invite you to join us and let's begin:

“Working together for labour peace”

Services we provide:

Employer Organisations:

- Policy Formulation and Codes of Conduct -negotiate workplace policies such as HIV-AIDS, sexual harassment etc
- Mediating Grievances –formulation of workplace pro-forma documentation that promotes effective and efficient dispute resolution
- Chairing disciplinary hearings
- Legal advice CCMA hearings and Labour Court Processes
- Facilitate Section 189 dismissals as well as strike management
- Drafting of employment contracts
- Facilitate wage negotiations and formulation of collective agreements.
- Training [see our prospectus below]
- ADR Processes and conflict resolution
- Creating workplace forums

Employee Organisations:

- Organisational development
- Project planning
- Policy formulation
- Capacity Development
- Training [see our prospectus below]

Our training Prospectus:

INDEX

Section	Labour Law Training Programme	Page
1	The Farm Sector	6
2	The Domestic Sector	7
3	Shop Stewards Training in the Private and Public Sector	8
4	Equity training for employer and employee organisations	9
5	Dispute Resolution in the Education Sector for managers and educators	9
6	Financial, Budgeting and Governance training for trade union officials and trade union leaders	10
7	Collective Bargaining and Negotiations for employer and employee organisations	10

Farm Sector

Courses offered:	
Module 1	The world of work
Module 2	The role, duties and functions of shop stewards
Module 3	The BCEA and sector determination for farm workers
Module 4	Grievance and Disciplinary Hearings
Module 5	Conciliation and Arbitration Hearings
Module 6	Equity Legislation: The EEA, HIV-AIDS and Sexual Harassment

The training programme is a full two week training session that can be broken down to training on individual modules comprising 2-3 days of training. The learning programme is in the process of accreditation: proposed with 60 CPD Points.

DomesticSector

Courses offered:	
Module 1	The world of work
Module 2	The role, duties and functions of shop stewards
Module 3	The BCEA and sectoral determination for domestic workers
Module 4	Grievance and Disciplinary Hearings
Module 5	Conciliation and Arbitration Hearings
Module 6	Equity Legislation: The EEA, HIV-AIDS and Sexual Harassment

The training programme is a full two week training session that can be broken down to training on individual modules comprising 2-3 days of training. The learning programme is in the process of accreditation: proposed with 60 CPD Points.

Shop Stewards Training in the Private & Public Sector

Courses offered:	
Module 1	The World of Work
Module 2	The role, function, duties and responsibilities of shopstewards.
Module 3	The Basic Conditions of Employment Act
Module 4	Grievance and Disciplinary Hearings
Module 5	Conciliation and Arbitration Hearings
Module 6	Equity Legislation: The EEA, HIV-AIDS and Sexual Harassment

The training programme is a full two week training session that can be broken down to training on individual modules comprising 2-3 days of training. The learning programme is in the process of accreditation: proposed with 60 CPD Points.

Equity training for employer and employee organisations

Courses offered:	
Module 1	The Employment Equity Act
Module 2	Sexual Harassment and the Law
Module 3	HIV-AIDS and the Law
Module 4	Basic Counselling Skills and Victim Support

The training programme is a 5 day training session that can be broken down to training on individual modules comprising 1-2 days of training. Module 4 is designed by Paul Govender who manages the victim support programme.

Dispute Resolution in the education sector

Courses offered:	
Module 1	Disciplinary hearings in the Education Sector
Module 2	Legal and ethical training in the Education Sector [under construction

This is a five day training programme. Module One focuses on disciplinary procedures against educators under the Employment of Educators Act 76 of 1998, as amended. Module two focuses on the educators' responsibility under SACE registration and his/her obligations under SACE as well as disciplinary measures under SACE.

The above modules are being prepared for accreditation

Financial & Governance Training for Trade Union Officials & Elected Leaders

Courses offered:	
Module1	Financial Management and Budgeting
Module2	Leadership Development: Management and Governance
Module3	Conflict Resolution

The training programme is a five day training session that can be broken down to training on individual modules comprising 1-2 days of training.

Collective Bargaining and Negotiations

Courses offered to both employer and employee organisations:	
Module 1	Strike Management
Module 2	Collective Agreements-Changing interests into rights
Module 3	Collective Bargaining and Negotiations

This is a 5 day training programme that focuses on collective bargaining processes and strategies.