

Writing Employment Contracts

1 Day Workshop

Overview

Writing employment contracts correctly prevents many time-consuming and potentially costly challenges at a later stage. This workshop will equip those who wish to be able to correctly analyse conditions of employment in an organisation and to write a suitable employment contract for required positions.

The following areas will be addressed:

- Analyse the conditions of employment within the organisation.
- Determine the minimum legal conditions of employment.
- Draft an employment contract.

Who should attend this workshop?

- HR Managers
- Managers
- Second Level Managers
- Heads of Department
- Section Heads
- Divisional Heads
- Shop Stewards
- Union Members and Representatives
- Those who need to have knowledge and understanding of labour and employee relations.
- Those who have staff reporting to them.
- Supervisors

What are the benefits?

| For the Individual | For the Company |
|---|--|
| <ul style="list-style-type: none"> • This workshop will equip you with knowledge and skills to draw up employment contracts, which is a necessary function for managers and HR personnel. • Enables supervisors and junior managers to refine and describe positions clearly. • Improves employability. • Improves productivity. • Analyse contract for an organisation. | <ul style="list-style-type: none"> • Improved BEE Scorecard. • Compliance with the Skills Development legislation. • HR and training and development functions. • Informed Managers and HR Department. • Provides employees with a clear description of their duties and the employer's expectation. • Eliminate misunderstandings and lessen disputes. • Structured approach enables improved productivity by the workforce. • Enables the company to execute a planned strategy. |

What does the Writing Employment Contracts workshop entail?

- The programme entails a 1-day interactive workshop.
- An attendance certificate will be awarded to those who complete this workshop.

ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
 Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

enjo_writing_employment_contracts_ws_v3

Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC



What is included in this workshop?

- The workshop is facilitated by a subject matter expert.
- Attendance Certificate.
- Manual containing full workshop notes.

How do I book for this workshop?

- Those wishing to attend this workshop can book for the various workshops according to the workshop schedule.
- Workshop dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants

What are ENJO Consultants' Credentials

- ENJO Consultants are accredited with the following bodies:
 - The South African Board for People Practices (SABPP) to offer this qualification.
Accreditation Number: 58116L125EC.
 - The Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA).
Accreditation Number: ETDP10602.
 - Media, Information & Communication Technologies Sector Education & Training Authority (MICT SETA)
Accreditation Number: ACC/2015/07/0048
 - Department of Labour: CI 12/3/12/1
- ENJO Consultants has established itself as a reputable targeted training solutions provider amongst various corporates and ETQAs.
- ENJO Consultants are also registered with COMENSA and SACE for a variety of training programmes.

Where will the workshops take place?

- ENJO Consultants: Company and Individual Bookings – workshops take place according to scheduled dates.
- ENJO Consultants: Group Bookings – workshops can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Workshops can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

Email: training@enjoconsultants.co.za

Tel: (012) 667-1985 / Cell: 084 620 0437 / Fax: 086 514 7543

ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543

Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

enjo_writing_employment_con
tracts_ws_v3

Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC

