

Value Added Training

Basic HR Skills

Qualification Details



COURSE TYPE	Value Added Unaccredited Training
COURSE TITLE	Basic HR Skills
TARGET AUDIENCE	First-line and middle managers with limited formal HR training
DURATION	3 days
CERTIFICATE TYPE	Attendance
BENEFITS:	Employee wellness, MG spend & B-BBEE

This **comprehensive 3-day short learning programme** is designed to equip first-line and middle managers with the essential HR competencies required to lead teams effectively within the complex South African labour law landscape. It balances theoretical knowledge with practical, workplace-ready application.

Learning Outcomes

By the conclusion of this programme, participants will be empowered to:

- **Apply fundamental principles** of South African Labour Law (BCEA, LRA, EEA) to daily management tasks.
- **Execute fair and transparent recruitment**, selection, and onboarding processes.
- **Design training interventions** aligned with the Skills Development Act and organizational objectives.
- **Implement motivational techniques** and compensation structures that adhere to the "Equal Pay for Work of Equal Value" principle.
- **Conduct performance reviews** that are both constructive and legally sound.
- **Manage disciplinary processes** confidently in compliance with the Code of Good Practice.

DAY 1

Module 1: Recruitment & Selection (3 hours)

Legal framework: Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA)
Fair recruitment practices and avoiding discrimination
Steps in the recruitment and selection process
Interviewing techniques and documentation
Practical activity: Role-play interviews with legal compliance checklist



Assessment Method

- Participation in practical activities and role-plays
- Final quiz (open book, scenario-based)
- Submission of a short personal action plan

Module 2: Training & Development (3 hours)

Legislative support: Skills Development Act, Skills Development Levies Act
Identifying training needs aligned to business objectives
Creating personal development plans
Accessing SETAs and workplace skills plans (WSPs)
Practical activity: Drafting a simple training plan for a team

DAY 2

Module 3: Managing Motivation & Compensation (3 hours)

Motivational theories (Maslow, Herzberg) in the workplace
Legislation on fair pay: BCEA, Equal Pay for Work of Equal Value (EEA)
Non-monetary rewards and employee engagement
Introduction to benefits, incentives, and recognition systems
Practical activity: Designing a basic reward strategy for a team

Module 4: Performance Reviews (3 hours)

Performance management cycle
Setting SMART goals and KPIs
Giving constructive feedback and documenting performance
Legal compliance in performance management and dismissals
Practical activity: Conducting a mock performance review

DAY 3

Module 5: Managing Discipline (3 hours)

Understanding misconduct vs. incapacity
Progressive discipline and the Code of Good Practice (LRA Schedule 8)
Holding disciplinary discussions and hearings
Documenting warnings and dealing with CCMA disputes
Practical activity: Disciplinary case study and procedure role-play

Module 6: Integration & Review (3 hours)

Scenario-based assessment covering all modules
Individual action plans for implementing learning
Q&A session with HR/legal expert (optional guest speaker)
Final quiz/knowledge check



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