

Basic HR Skills

The essential HR competencies a first-line or middle manager needs to lead a team effectively within the South African labour law landscape.



**AMALGA
TRAINING**

COURSE TYPE

Short Course

Value added · unaccredited

DURATION

3 Days

Six 3-hour sessions

CERTIFICATE

Attendance

Issued by Amalga Training

WHO ATTENDS

Line Managers

First-line and middle

About this Course

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. The three days run as six three-hour sessions, each closing with a practical activity: role-play interviews against a compliance checklist, drafting a training plan, designing a reward strategy, a mock performance review, and a disciplinary case study.

Who Should Attend

Aimed at **first-line and middle managers** with limited formal HR training:

- ▲ **Supervisors and team leaders** who recruit and discipline staff without an HR qualification.
- ▲ **Middle managers** running performance reviews, pay decisions and training plans.
- ▲ **Owner-managers** who handle the HR function alongside another role.

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

Apply labour law

01

Apply the principles of South African labour law (BCEA, LRA, EEA) to daily management.

Recruit fairly

02

Execute fair and transparent recruitment, selection, and onboarding processes.

Design training

03

Design training interventions aligned with the Skills Development Act and organisational objectives.

Reward equitably

04

Use motivational techniques and pay structures that meet Equal Pay for Work of Equal Value.

Review performance

05

Conduct performance reviews that are both constructive and legally sound.

Manage discipline

06

Manage disciplinary processes confidently in compliance with the Code of Good Practice.

COURSE PATHWAY ► THREE MODULES OVER THREE DAYS, THEN A CERTIFICATE

1 MODULE

Recruit & Train 4 Topics

Day 1 — the legal framework, hiring and training plans.

2 MODULE

Reward & Perform 4 Topics

Day 2 — motivation, fair pay and performance.

3 MODULE

Discipline 4 Topics

Day 3 — discipline, then integration and review.

★ FINAL

Certificate Attendance

Issued on completion of the three days.

Three modules across three days

The six three-hour sessions are grouped into three modules, one per day: recruitment and development on day 1, motivation, reward and performance on day 2, then discipline, integration and review on day 3.

3
MODULES

12 topics · 3 days

MODULE 1

Recruitment, Selection & Training

4 TOPICS

Day 1 — Recruitment & Selection, then Training & Development.

- ▶ **Legal Framework**
The BCEA, LRA and EEA applied to daily management tasks.
- ▶ **Fair Recruitment**
Fair practice, avoiding discrimination, the selection steps, interviewing and documentation.
- ▶ **Training Needs**
Skills Development Act support, identifying training needs, and development plans.
- ▶ **SETAs & Skills Plans**
Accessing SETAs and workplace skills plans, and drafting a team training plan.

MODULE 2

Motivation, Reward & Performance

4 TOPICS

Day 2 — Managing Motivation & Compensation, then Performance Reviews.

- ▶ **Motivation & Engagement**
Maslow and Herzberg in the workplace, non-monetary rewards and engagement.
- ▶ **Fair Pay & Reward Structures**
BCEA and Equal Pay for Work of Equal Value; benefits, incentives and recognition.
- ▶ **The Performance Cycle**
The performance management cycle, and setting SMART goals and KPIs.
- ▶ **Feedback & Compliance**
Constructive feedback, documenting performance, and compliance in reviews and dismissals.

MODULE 3

Discipline, Integration & Review

4 TOPICS

Day 3 — Managing Discipline, then Integration & Review.

- ▶ **Misconduct vs Incapacity**
The difference between misconduct and incapacity, and what each requires.
- ▶ **Progressive Discipline**
Progressive discipline under the Code of Good Practice (LRA Schedule 8), and holding hearings.
- ▶ **Warnings & the CCMA**
Documenting warnings and CCMA disputes, through a case study and procedure role-play.
- ▶ **Integration & Review**
Scenario-based assessment across all modules, action plans and a final knowledge check.

Certification & Benefits

Assessment is by participation in practical activities and role-plays, an open-book scenario-based quiz, and a short personal action plan. Each delegate receives a certificate of attendance. As value added training, the course contributes to:

- ✓ Employee wellness
- ✓ Mandatory grant (MG) spend
- ✓ B-BBEE skills development