



Institute for Capacity Development (ICD)

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Strategic Employee Welfare Matters

Course Objectives

Upon successful completion of this course the participants should be able to:

- Lead with integrity and cheer for your employees.
- Hire the right person into the right position.
- Pay close attention to human dynamics in the workplace.
- Guard against negativity and create motivation among employees
- Develop strategies for an engaged workforce

Target Groups

- HR managers,
- Line-managers,
- Supervisors,
- Team leaders.
- CEOs
- Directors

Course Outline

- Institutional management principles
- Recruitment and Selection
- Employee Code of Conduct
- Key Drivers of Employee Engagement
- Creating Fun in the workplace
- Communication Methods
- Employee Motivation
- Organizational Focus on Engagement
- Promotion
- Compensation And Benefits
- Leaves & Holidays
- Policy to Deal With Discrimination/Harassment
- Grievance Resolution
- Transfer, Rotation & Career Planning

- Termination Of Services
- Health, Safety & Environment
- Training & Development
- Travelling
- Performance Management System
- Concept of Employee Welfare
- Objectives of Employee Welfare
- Types of Employee Welfare
- Importance of Employee Welfare
- Approaches to Employee Welfare
- Employee Welfare Policy
- Benefits of Employee Welfare
- Schemes and Procedures of Employee Welfare Activities
- Employee Welfare Programmes
- Medical Policy
- Disciplinary Measures For Misconduct
- Knowledge Sharing and Networking
- Gender and Engagement
- Action Planning

Dates: 06th – 17th November 2023

Duration: 10 days

Course Costs: US\$2850

Venue: Pretoria, RSA

Participant Information

Accommodation

ICD works with a network of Guesthouses who provide affordable accommodation rates. The general budget rates are R600 which is approximately US\$60 Bed and Breakfast. Information can be provided on request should you need specific details for some of the available options.

VISA Requirements

The cost of applying for Visas is the responsibility of the participants. Check with the South African Embassy or your travel agent to ascertain your visa requirement status in South Africa. ICD will assist with more information should it be necessary.

Excursions and Transport

ICD is responsible for your transport from the International Airport (Oliver Tambo Airport) to the course venue in Pretoria. Transport will also be provided to and from the training venue. ICD will provide you with transport only to these places of interest as part of the excursion schedule.

Breakfast

During training session times ICD will provide you with light breakfast during training for the duration of the training.