### PDP: Personnel Psychology 1 - Employment Relations Management

* **HPCSA Domain:** Personnel Psychology
* **Number of days exposure:** Two days (16 hours) – HPCSA requirement (40 days)
* **Summary/objective of workshop:** The objective of the session is to put employment law into an ERM context, and to make interns aware of the role and importance of trust in ERM. Essentially, this session seeks to equip the intern with a broad knowledge of the legal principles underlying dismissal, the grounds of dismissal, handling grievances, contracts of employment and workplace change, to assist in developing the interns skills in terms of dealing with disciplinary investigations, interviews and hearings, as well as non-disciplinary processes such as incompetence and incapacity, and developing the interns skills in conflict handling and problem-solving.
* **Content and Practical Activities**: Day 1 and Day 2: Introduction to employment relations, the importance of trust in the organisation, the contract of employment, overview of relevant employment legislation, rights and duties in employment, causes of ill-discipline, distinguishing misconduct from incapacity, the meaning of dismissal and disciplinary action short of dismissal, the Code of Good Practice – Dismissal, substantive fairness guidelines for deciding on guilt and sanctions, procedural fairness requirements, conducting a disciplinary interview/discussion and disciplinary hearing, impact of verbal and nonverbal behaviour of a manager, managing conflict and difficult conversations in the workplace, grievance procedure, managing absenteeism and poor performance.