



BUSINESSBOTSWANA



# LABOUR RELATIONS SYMPOSIUM

**DATE:** 23<sup>RD</sup> – 24<sup>TH</sup> NOVEMBER 2016

**VENUE:** TRAVEL LODGE, GABORONE

**THE CHANGING LABOUR RELATIONS ENVIRONMENT – NEW REALITIES, NEW CHALLENGES, NEW APPROACHES**

# FROM BUSINESS BOTSWANA DESK

Labour relations usually imply good and positive relations between employees and employers and help run an industry effectively and successfully. The importance of Labour Relations can be imbued with multiplicity of justifications.

Good Labour relations help:

## **1. Foster Industrial Peace:**

Under the mechanism of Industrial Relations, both employees and managers discuss the matter and consult each other before initiating any actions. Doubts, if any, in the minds of either party are removed.

## **2. Benefit to Workers:**

Industrial Relations benefits workers in several ways. For example, it provides a procedure to resolve workers' grievances relating to work.

## **3. Benefit to Management:**

Industrial Relations provide managers with a system to handle employee indiscipline in the organisation.

## **4. Improve Productivity:**

Experiences indicate that good industrial relations serve as the key for increased productivity in organisations. This increase is attributed to the peaceful Industrial Relations in the organisation.

## **REASONS WHY YOU MUST ATTEND**

- Understand the power of mediation and alternative dispute resolution strategies
- Identify ways of restoring true worker democracy through collective bargaining reform
- Hear about the strategies, realities and the way forward for the new collective bargaining scenario
- Find out about the present and future Botswana labour relations landscape

## **WHO SHOULD ATTEND**

- Industrial, labour and employee relations Officers
- HR Directors
- Senior HR Managers
- Legal Advisors
- Heads of Strategy
- Public and private sector HR Managers/Officers

## TOPICS TO BE COVERED

The speakers and topics have been carefully selected to reflect the latest trends in the Botswana industrial relations landscape.

### 1. LABOUR DISPUTES

- Overview
- What are labour disputes?
- Common Causes
- Types of Labour Disputes

### 2. INTERNAL DISPUTE RESOLUTION STRUCTURES AND PROCEDURES

- Disciplinary Codes and Processes / Procedures
- Grievance Procedures
- Consultation and Negotiations
- Referrals to Department of Labour and Social Security

### 3. DISCIPLINE & DISCIPLINARY ACTION

- Conducting an investigation
- Disciplinary standards and norms
- Roles and responsibilities
- Evidence
- Record keeping
- Fair Procedure
- Preparations of hearings
- Appeals
- Mitigating circumstances

### 4. EXTERNAL DISPUTE RESOLUTION STRUCTURES AND PROCESSES / PROCEDURES

#### The Mediation Process

- Statutory Powers of a Mediator
- How to Respond to notifications of Mediation Referrals
- Negotiating Settlement Agreements
- Pros and cons of reaching a Settlement Agreement
- What to do when if no settlement is reached

#### The Arbitration Process

- Statutory Powers of an Arbitrator
- Which cases can be referred for Arbitration?
- Pros and cons of Arbitration, and who decides?
- Preparations for arbitration (gathering evidence and strategizing)
- Interviewing, selecting and preparing witnesses, and taking statements
- Preparing Arguments
- Presenting a case (Opening statements, leading and redirecting witnesses, cross-examining)
- Closing submissions
- Responding to the Arbitration Award

**5. TRADE UNIONS & COLLECTIVE BARGAINING**

- An overview of collective bargaining
- Recognition of trade unions
- Difference between majority and minority
- Unions and how to deal with each (Representivity test)
- Employee rights and Employer rights
- The role of the shop steward
- Trade union rights
- Strikes, Lockouts and Protest Action

**6. RECENT JUDICIAL DEVELOPMENT ;PRACTICES & PROCEDURES**

- Recent Court decisions
- Trade Disputes Act
- Rules of Industrial Court

## **PROGRAMME**

### **DAY ONE**

### **23RD NOV 2016**

08:00 – 08:20	Registration
08:20 -08:30	Welcome remarks
08:30 – 09:00	Official Opening
09:00 – 10:00	Labour Disputes
10:00 – 10:30	Networking tea! Networking tea!
10:30 – 11:30	Internal Dispute Resolution Structures
11:30 – 13:00	Discipline & Disciplinary Action
13:00 – 14:30	Lunch ! Lunch ! Lunch !
14:30 – 16:30	External Dispute Resolution Structures
17:00 – 19:00	Welcome cocktail reception

### **DAY TWO**

### **24TH NOV 2016**

08:00 – 10:30	Trade Unions & Collective Bargaining
10:30 – 11:00	Networking tea! Networking tea! Networking tea!
1100 – 13:00	Recent Judicial Developments; Practices & Procedures
13:00 – 14:30	Lunch ! Lunch ! Lunch !
14:30 – 15:00	Wrap up and Certificates Awards

**LABOUR RELATIONS SYMPOSIUM**  
**23rd – 24th November 2016, Travel Lodge, Gaborone**

**REGISTRATION FORM**

Company: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_

**DELEGATE 1 DETAILS**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Email: \_\_\_\_\_

**DELEGATE 2 DETAILS**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Email: \_\_\_\_\_

**DELEGATES FEES**

Members	P4 928 incl VAT
Non-members	P5 700 incl VAT

I/We enclose a cheque /Purchase Order NO \_\_\_\_\_ Amount: \_\_\_\_\_

Company Stamp

**The Conference Fee entitles you to the following:**

Morning refreshments, lunch and conference material , cocktail reception , certificate but excludes travel and accommodation

**TO IMMEDIATELY BOOK A PLACE AT THIS EVENT, CONTACT US ON:**

TEL: +267 3953459 OR FAX: +267 3973142 OR EMAIL: [eileen@bb.org.bw](mailto:eileen@bb.org.bw) or [msebego@bb.org.bw](mailto:msebego@bb.org.bw)

## **TERMS AND CONDITIONS**

Accepted applications to attend the Symposium (“Event”) are in every case subject to these terms and conditions:

**Payment Terms** – To secure your registration, payment must be made in full upon receipt of invoice.

**Confirmation of Registration** – Application for registration will not be accepted/ confirmed before payment is received before the event.

**Right of Admission** – Business Botswana reserves the right to refuse admission to the Event where evidence of full payment cannot be produced.

Included in Conference Fee – are lunch, refreshments, certificates, folders / bags and such detailed conference/course material as Business Botswana deems appropriate.

### **Delegate Cancellations**

-Delegate Substitutions may be made at any time without incurring additional charges (Business Botswana to be notified in writing of any such changes).

- must be received by Business Botswana in writing and cancellations received 15 working days before Event start-date, entitle the cancelling delegate to a full credit of amounts paid

- any cancellations received less than 15 working days before the Event start-date, do not entitle the cancelling delegate to any refund

- non-attendance without written cancellation is treated as a cancellation with no entitlement to any refund or credit.

- If Business Botswana cancels an Event, delegate payments at the date of cancellation will be credited to the delegate.

- If Business Botswana postpones an Event, delegate payments at the postponement date will be credited towards the rescheduled Event. If the delegate is unable to attend the rescheduled Event, the delegate will receive a full credit of amounts paid

**Speakers and topics** -are confirmed at the time of publishing of the programme, but Business Botswana reserves the right to substitute, alter or cancel advertised speakers and/or topics in appropriate circumstances (and will give notice of such substitutions or alterations in writing as soon as possible, having regard to the circumstances).

**Warranty of Authority** – The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to Business Botswana for payments