



WB LAW

TRAINING & DEVELOPMENT CENTRE

Empowering People • Enhancing Skills • Driving Results

At **WB LAW** *Training & Development Centre*

We believe that knowledge empowers growth. Our tailored training programs are designed to equip employees with the practical skills and professional insights they need to excel in today's dynamic workplace.



Wisdom is not a product of schooling but of the lifelong attempt to acquire it.

ALBERT EINSTEIN

ABOUT US

We provide specialised legal and HR services to both individuals and corporate entities. With a strong foundation in Labour Law, Employment Equity, Occupational Health & Safety, and Business Transformation, we are uniquely positioned to help your organisation navigate the ever-changing legal and compliance landscape.

Our team combines legal expertise with modern technology, ensuring that our services are not only legally sound but also efficient, innovative, and aligned with best business practices.

Our training subjects offered are tailored to empower your leadership and workforce.

OUR SUBJECTS AT A GLANCE:

Labour Law & Compliance Training

Stay ahead of labour legislation, manage disputes, and build fair workplaces.

HR & People Management Training

Develop strong HR foundations to manage people effectively.

Disciplinary Skills Training

Gain confidence in hearings, investigations, and workplace discipline.

Workplace Skills for the Modern Era

Equip your workforce with essential modern skills, from negotiation to cybersecurity.



An investment in knowledge
pays the best interest.

BENJAMIN FRANKLIN

Labour Law & Compliance Training

Basic Labour Relations: The LRA & BCEA

Gain an in-depth understanding of the **Labour Relations Act** and **Basic Conditions of Employment Act**, equipping you to manage employment contracts, working hours, leave, and workplace disputes effectively.

BENEFITS:

- Understand employee and employer rights
- Avoid costly disputes through compliance
- Build a fair and transparent workplace

Latest Amendments to Labour Legislation

Stay updated on the latest legal developments in South African labour law to ensure your organisation remains compliant and protected.

LEARNING OUTCOMES:

- Identify key legislative changes
- Adapt policies and procedures accordingly
- Reduce the risk of legal disputes

Comprehensive Guide to Employment Equity

Understand your obligations under the Employment Equity Act, ensuring fair representation and transformation in the workplace.

BENEFITS:

- Build a compliant EE strategy
- Promote diversity and inclusion
- Prepare accurate EE reports

Transformation Management

Learn how to manage and implement transformation initiatives that align with legislation and contribute to meaningful organisational change.

FOCUS AREAS:

- Broad-Based Black Economic Empowerment (B-BBEE)
- Change management practices
- Building inclusive cultures

Organisational Rights & Collective Bargaining

Equip yourself with the knowledge to manage union rights and collective bargaining processes fairly and legally.

BENEFITS:

- Improve employer–union relations
- Reduce workplace conflict
- Handle wage negotiations strategically

CCMA Processes and Rules

Navigate the **CCMA** effectively with a step-by-step guide to processes, rules, and best practices.

YOU WILL LEARN:

- How CCMA cases are initiated
- Employer and employee rights during CCMA proceedings
- Preparation for conciliation and arbitration

Conducting Conciliations & Arbitrations at the CCMA

Build the skills to manage disputes in the CCMA setting with confidence.

FOCUS:

- Practical dispute resolution techniques
- Case preparation and documentation
- Effective participation in hearings



The mind, once stretched by a new idea,
never returns to its original dimensions.

RALPH WALDO EMERSON



HR & People Management Training

Managing Recruitment and Selection

Master the recruitment process – from drafting job profiles to fair interview techniques – to ensure the right fit for your organisation.

KEY OUTCOMES:

- Design fair and effective selection processes
- Comply with labour legislation in hiring
- Improve employee retention

Managing Day-to-Day HR

Equip managers and HR staff with tools to handle daily human resources challenges.

TOPICS COVERED:

- Leave management
- Absenteeism and timekeeping
- Record keeping and HR administration

Dealing with Grievances in the Workplace

Handle employee grievances professionally and legally, ensuring fairness and minimising conflict.

YOU WILL LEARN:

- The grievance process step-by-step
- Documentation and fair outcomes
- Preventing escalation into disputes



Develop a passion for learning.
If you do, you will never cease to grow.

ANTHONY J. D'ANGELO

Inability to Perform: Incapacity, Poor Performance & Ill Health

Learn how to manage performance and incapacity issues compassionately yet effectively.

FOCUS AREAS:

- Performance management systems
- Legal incapacity procedures
- Managing ill health and disability cases

Guide to Retrenchments & Business Transfers

Ensure compliance and fairness in restructuring, retrenchments, and business takeovers.

KEY SKILLS:

- Section 189 consultations
- Alternatives to retrenchment
- Managing employee transfers fairly



Disciplinary Skills Training



Investigating & Charging in Disciplinary Hearings

Build competence in conducting thorough investigations and drafting clear charges.

OUTCOMES:

- Collecting and preserving evidence
- Drafting disciplinary charges
- Ensuring procedural fairness

Initiating and Chairing Disciplinary Hearings

Develop the skills to run disciplinary hearings that are fair, unbiased, and legally compliant.

YOU WILL LEARN:

- Roles of initiator vs chairperson
- Managing evidence and testimony
- Delivering fair verdicts and sanctions

Cross Examination Skills

Enhance your ability to question witnesses effectively in disciplinary or arbitration proceedings.

FOCUS:

- Asking the right questions
- Exposing inconsistencies
- Building credibility in hearings

Managing Workplace Discipline

Learn progressive discipline strategies that maintain order while respecting employee rights.

KEY OUTCOMES:

- Applying disciplinary codes consistently
- Avoiding unfair labour practice claims
- Building a culture of accountability



Workplace Skills for the Modern Era

Conflict Management in the Workplace

Develop techniques to manage and resolve workplace conflict constructively.

BENEFITS:

- Reduce tension and improve teamwork
- Build stronger workplace relationships
- Prevent costly disputes

Optimising Your Negotiation Skills

Strengthen your ability to negotiate win-win outcomes in workplace and business settings.

FOCUS:

- Negotiation strategies and techniques
- Preparing effectively for negotiations
- Overcoming deadlocks

Union Representation for Shop Stewards

Equip shop stewards with the knowledge and skills to represent members responsibly and effectively.

KEY TOPICS:

- Rights and responsibilities of shop stewards
- Representation in hearings
- Balancing union and workplace interests

New Code of Good Practice: Harassment

Understand the **new harassment code** and how to apply it in your workplace.

FOCUS AREAS:

- Identifying harassment behaviours
- Employer responsibilities
- Preventative policies and procedures

Cyber Security Awareness in the Workplace

Protect your organisation against digital threats through staff awareness and best practices.

YOU WILL LEARN:

- Common cyber risks (phishing, data breaches)
- Safe digital practices
- Building a security-first culture

POPIA, PAIA & Cyber Information Security

Comprehensive training on **Protection of Personal Information Act (POPIA)** and **Promotion of Access to Information Act (PAIA)**, with integration into cybersecurity practices.

BENEFITS:

- Ensure legal compliance with data handling
- Protect sensitive company and employee information
- Build trust with stakeholders

WHY CHOOSE US?

- **Experts in Labour Law, Compliance, and HR Best Practice.**
- **Proven Track Record: Trusted by Private Individuals and Corporate Entities alike.**
- **Practical, Interactive, and Industry-relevant Content.**
- **Experienced Facilitators with real-world Expertise.**
- **Flexible Training Formats – On-site, Virtual, or Blended.**
- **Aligned with South African Labour Law Standards.**



Learning is not only about gaining knowledge,
but also about unlocking your potential,
mastering each step toward becoming
the best version of yourself.

Invest in yourself, become unstoppable.

CONTACT US TODAY

Let us help you build a compliant, empowered,
and productive workplace.

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