

# *Workinfo.com*

human resources for today's workplace

<http://www.workinfo.com>

Workinfo.com is an online portal for HR and IR practitioners and business owners. By taking out a subscription to Workinfo.com you will have access to the following information:

## **Workinfo.com Membership Benefits**

### **HR POLICIES & PROCEDURES**

You will have access to our comprehensive database of human resource policies and procedures covering every facet of the employment relationship and workplace practices. We have over 1000 human resource policies and procedures, links and references. Our current database includes:

- Pro forma human resource policies and procedures
- Legal guides to employment practices & procedures
- Legal guides to the CCMA

### **EMPLOYMENT LEGISLATION**

You will have FREE online access to:

- Labour Relations Act, Skills Development Acts, Basic Conditions of Employment Act, UIF, OHSA, COIDA, Employment Equity Act and the Income Tax Act
- Codes of Good Practice on Maternity, AIDS / HIV, Dismissal, Retrenchment, Employment Equity, Picketing, Working Hours
- Regulations and Gazetted Notices, International Labour Law, Conventions & Recommendations

### **IR POLICIES & PROCEDURES**

We provide an extensive directory of industrial relations policies and procedures. These policies and procedures ensure compliance with the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act as well as the host of Codes of Good Practice and other employment legislation.

- How to conduct disciplinary hearings, dealing with Trade Unions, presenting your case in the CCMA, conducting arbitrations, wage negotiations and retrenchment

### **TRAINING & DEVELOPMENT**

You will have access to our Training and Development directory of articles, references and research resources. Aside from our own content written by leading South African Instructional Designers, we also provide you with numerous links to free down loads of training programmes, ROI resources, Instructional Design programmes, job competency questionnaires and much more.

- Supervisory and Management Training Programmes
- Workplace Aids, Smoking, Alcohol and TB Awareness
- Workplace Violence Awareness and Prevention
- Managing Employee Conduct and Performance

## [Online Manuals](#)

*The following online manuals are included in the annual membership fee to [Workinfo.com](#):*

### **HUMAN RESOURCES POLICIES AND PROCEDURE MANUAL**

Contains over 600 pages of detailed pro-forma policies and procedures. Creating your company's Human Resources Manual has never been easier.

### **EMPLOYMENT EQUITY IMPLEMENTATION MANUAL**

This 600 page manual is designed to help organizations set up and self-administer an employment equity plan. Covering the Employment Equity Act, and reviewing international equity plans and diversity programmes, this extensive manual delivers solid, practical advice to help you through the EE process.

### **WORKFORCE AND SUCCESSION PLANNING MANUAL**

Workforce and Succession Planning ensures that "the right people with the right skills are in the right place at the right time." Planning for human resource needs is one of the greatest challenges facing managers and leaders. In order to meet this challenge, a uniform process that provides a disciplined approach for matching human resources with the anticipated needs of the company, is essential.

### **WORKPLACE COMMUNICATIONS MANUAL**

This comprehensive electronic manual contains detailed policies, procedures, guidelines and templates in order to implement an effective communication strategy for your organisation.

### **RETRENCHMENT MANUAL**

If you are preparing for retrenchments this manual will help you to follow the correct procedures to avoid ending up in court. Defending a poorly managed retrenchment process in court will cost you time and money. You may even end up worse-off despite the savings you achieved by reducing staff.

### **TRAINING MANUAL**

Customise this comprehensive generic training manual for your company. It covers all aspects of the course details, administration and Workplace Skills Development.

### **DEVELOPING A HR STRATEGIC PLAN – MANUAL AND TEMPLATES (NEW)**

A Human Resource Strategic Plan provides a framework to guide the application of all aspects of a company's human resource practices. It identifies a long-term vision, supporting success factors, and the most immediate priorities needed to achieve the business strategy. Don't let your HR department get left behind by the business. Start planning your HR Business Strategy now.

### **TALENT MANAGEMENT MANUAL (NEW)**

This manual covers the full spectrum of attracting, retaining and managing talent in the workplace. Users will learn how to analyse the internal and external environments, attract or find the right talent, keep them engaged with the organisation, ensure that their managers are able to instil commitment and loyalty from them by providing the right opportunities so that both they and the organisation benefit.

### **COACHING AND MENTORING MANUAL (NEW)**

Do you need to maximise knowledge transfer, increase skill levels and implement succession planning. If so - you need to implement coaching and mentoring. Coaching and mentoring helps both organisations and mentees to address organisational change initiatives by paying full attention to the part people play in this process. Specifically, coaching and mentoring can help to achieve the following necessary elements of an organisational change process: reconciling individuals' goals and attitudes with organisational goals and culture, providing a challenging but supportive environment for exploring options and give individuals the opportunity to achieve real learning at all levels.

## COMING SOON:

**Recruitment and Selection Manual** - practical manual with tools to help you implement and measure the success of your recruitment and selection processes.

## Workinfo Workshops

We conduct regular public and in-house training workshops on the following HR and IR related topics:

1. Developing an HR Business Strategy
2. Workforce and Succession Planning Workshop
3. Industrial Relations Workshop
4. Employment Equity Committee Training
5. Guidelines for Internal Statutory Committees (EE and / or SDC)
6. Managing for Diversity Workshop
7. Coaching and Mentoring
8. Talent Management
9. Recruitment and Selection
10. Workplace Communications Workshop
11. Wage Negotiation Management Support Workshop
12. Workplace Violence Prevention course
13. Basic HR for Line Managers
14. Interpersonal Skills
15. Powerful Interpersonal Supervisory Skills - Managing the Power of Expectations
16. Time Management
17. Introduction to Human Resource Management
18. Preparing for Retrenchments
19. Sexual Harassment for Managers
20. Sexual Harassment for Employees
21. Time Management for Working Mothers

We can also customise training courses to suit our client's needs.

Visit our website, [www.workinfo.com](http://www.workinfo.com), to view the training calendars for the various regions.

For more information regarding our workshops please contact:

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## Workinfo Recruitment

The specialist recruitment division of Workinfo.com focuses on placements in the following areas:

- All Human Resources and Industrial Relations fields
- All Communication and Public Relations fields
- Financial Directors, Managers, Accountants, Credit Managers, Bookkeepers

Workinfo.com offers all the usual services, plus a guarantee that every candidate has been interviewed in depth by experts in our selected industries and disciplines. We also provide access to a pool of Professional Coaches who can assist placements adapting to and meeting the demands of their new roles.

**Please contact:**

**Shirley Haddock**

Workinfo.com Managing Director

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## **Workinfo Consulting**

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### **Areas of specialisation**

- :: Industrial Relations Consulting Services
- :: Employment Equity
- :: Forensic Investigations
- :: Skills Development
- :: Management Training
- :: Communications and Public Relations
- :: Human Resources Strategic Planning
- :: Health and Safety
- :: Workforce Planning
- :: Development of Human Resource Policies and Procedures

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## **Workinfo.com Job Description Compiler**

The Workinfo.com Job Description Compiler™ helps you compile comprehensive job descriptions in a matter of minutes.

- Legally compliant
- Non-discriminatory
- Task specific
- Competency based

### **How does it work?**

Simply choose from our library of thousands of jobs, then answer relevant multiple choice questions about tasks, qualifications, physical demands, supervisory responsibilities, performance competencies and work environment.

Edit and you're done!

A final job description containing the job title, job location information, tasks and required or preferred knowledge is produced. You can then copy it to your hard-drive for further development.

### **Features of the Job Description Compiler:**

- Lists Occupational Groups and Categories
- Allows users to select from pre-compiled tasks linked to job titles and occupational categories
- Contains an extensive listing of competencies (including definitions, descriptions and indicators)
- Includes appropriate worker abilities, interests and work styles
- Built-in word processor lets you merge duties from multiple jobs and edit, print, and export your job descriptions.
- Add key competencies to better define job requirements.

**For more information or to book an in-house demonstration, please contact:**

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- Labour Court and Labour Appeal Court Judgments
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Supervisory Interpersonal Skills – transactional analysis based course providing supervisors with practical communication skills	R5 700.00		

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**PLEASE LET US KNOW HOW YOU GOT TO HEAR OF US:**

Gary Watkins

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**Banking Details:**

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**Bank:** Nedbank **Branch:** Musgrave

**Acc. No.:** 1301 196 088

**Branch Code:** 1301 26 10 **Account type:** Cheque

**OUR COMPANY DETAILS**

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