The BEE Institute will be presenting a one-day Seminar on the importance and formation of the Employment Equity and Skills Development Committees.

The Employment Equity and Skill Development Acts require that employers consult with elected representatives about the implementation of the Acts.

This Seminar aims to assist elected EE/SD committee members to clarify their roles and responsibilities in order to comply with the requirements of the Employment Equity, Skills Development, and Skills Development Levies Acts, as well as to identify business priorities.

- The legislative context
- The role of the committee
- Identifying the correct members of the committee
- The election and nomination process
- Terms of reference

About your expert presenter

Leila Moonda has a B.Com Financial Management from Unisa, a Post Graduate Diploma in Business Management from UCT and is an MCSD (Microsoft Certified Solution Developer). Leila has worked extensively within the South African Corporate environment in such diverse fields as quality management, business process re-engineering and programming. Leila is one of the founders of the BEE Institute and is a current executive member of the National Association of BEE Consultants (NABC). Prior to joining the BEE Institute, she was a Senior Consultant at BEESA Consulting. As a senior BEE consultant, Leila assisted companies with their BEE scorecards, strategies and implementa-
Who should attend this workshop?

- EE Managers/ HR Managers/Practitioners/Officers
- Skills Development Facilitators
- Members of Employment Equity Committees, Workplace Forums or Consultation Committees and any people involved in the drawing up or implementation of Employment Equity plans for the business.
- Training Committee Members

Course outcomes

At the end of this course you will have a detailed understanding of:

- The importance of appropriate workplace forums and committees
- The roles and responsibilities of the committee
- How to elect appropriate members to the committee
- How to manage an effective committee

Included in the fees

- Course Material
- Refreshments
- Lunch
- Certificate of Attendance
<table>
<thead>
<tr>
<th>Employment Equity Committee</th>
<th>Skills Development Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a common understanding of the business and moral reasons underpinning the Employment Equity Act and the related key concepts</td>
<td>Develop a Training Policy</td>
</tr>
<tr>
<td>Understand the implications of the Employment Equity Act for Consultation Committees and the key functions and responsibilities of Consultation Committees</td>
<td>Ensure that the Workplace Skills Plan is aligned to the Employment Equity Plan and Business Plan of a company.</td>
</tr>
<tr>
<td>Provide a meaningful contribution as members of a committee, through the understanding of essential skills required for consultation and meeting processes</td>
<td>Establish training priorities for the company based on its short and long term needs.</td>
</tr>
<tr>
<td>Consult constructively with all staff on the drawing up and implementation of Employment Equity plans</td>
<td>Align training to the Sector Skills Plan, learnerships, career pathways, accredited national qualifications, etc.</td>
</tr>
<tr>
<td>Work together effectively with all stakeholders of the organization to ensure a constructive Employment Equity consultation process</td>
<td>Monitor the implementation of the Workplace Skills Plan, Compile the annual Training Implementation Report.</td>
</tr>
</tbody>
</table>