

3 October 2022

Dear Esteemed Member,

**RE: COLLECTIVE BARGAINING AND JOINT NEGOTIATION SKILLS WORKSHOP**  
**9 – 11 NOVEMBER 2022**

1.0 **Introduction**

Negotiations between Management and Unions have always been characterised by positional bargaining. This means each party wanted to get as much as they could (unions) and the other (employer) to give as little as they could. This kind of negotiation produced sub-optimal results, resulting in one party “winning” and the other “losing”.

At the conclusion of positional bargaining, relationships between the parties were strained and at worst, unworkable. In this type of bargaining the resort to power-play (strikes by Employees) and (lock outs by employers) carries the day.

The world has now moved to Mutual Gains Negotiations, which emphasises on the parties’ **mutual interest** rather than **positions**. In this type of bargaining or negotiations, the either party seeks to understand the needs and interest of the other party and of the organisation as a whole. The results obtained are “win-win” solutions and most fundamentally the parties’ relationship is intact and in fact strengthened at the conclusion of the bargaining process.

At the conclusion of this workshop you will be able to negotiate effectively and achieve mutual gains outcomes.

USE MY VOICE



## 2.0 The Facilitator

The facilitator are:-

2.1. Expert guest facilitators with extensive labour law exposure and civil litigation.

## 3.0 Course Objectives

At the end of this course participants will be able to:-

- Identify obstacles to effective negotiations and ensure that these are few;
- Know and apply the various steps in the preparation for a successful negotiation process;
- Appreciate the different behaviours of the negotiators are more conducive to effective outcomes;
- Understand that the outcomes of negotiations are more needs-based and of mutual gain;
- Know that the preparation involved is more needs-focused;
- Know that the negotiation is more needs-focused;
- Identify the behaviours of the negotiators which are more conducive to effective outcomes.

## 4.0 The Programme

<b>DAY 1 (Full Day)</b>
<b>Part I: Collective Bargaining in Eswatini</b>
Why collective bargaining
Overview of legislation and other sources of law
Overview of Industrial Relations landscape in Eswatini (Institutional Role Players)
Types of workplace formations
Recognition of trade unions and determining the bargaining unit
<b>DAY 2 (Full Day)</b>
Negotiation outcomes (collective agreements, deadlocks, strike and lock-out processes)
Power-play (bargaining tools commonly used by negotiating parties)
Dismissal of strikers (substantive and procedural fairness)
The Shop Steward (role, rights and duties)
<b>Part II: The Science of Negotiations</b>
Obstacles to effective negotiations (approaches to conflict management)

<b>DAY 3 (Full Day)</b>
Negotiation process (preparation, opening statements, bargaining and closure)
Characteristics of a good negotiator

## 5.0 Participants

This workshop is ideally suited for both managers, staff association and union officials in the workplace.

## 6.0 Professional Fees Professional Fees

The quotation for the workshop includes:

Item	Unit Cost
Professional Fees	Members: E 3 800.00 Including VAT Non Members: E 4 500.00 Including VAT
E3800.00 per participant	This includes the course file; <ul style="list-style-type: none"> <li>• Industrial Relations Act 2000 (as amended)</li> <li>• Employment Act 1980 (as amended)</li> <li>• Codes of Good Practice</li> </ul>
<b>Duration</b>	3 Days
<b>Time</b>	8:30am – 4:30pm
<b>Venue</b>	Business Eswatini

7.0. **Summary**

We trust that the above is acceptable to you. In the event that we need to discuss any aspect of the proposal further, kindly contact the undersigned.

We look forward to hearing from you.

Yours Faithfully,

**NANCY SIBIYA**

**HEAD: HUMAN CAPITAL**

## REGISTRATION FORM

Please Reserve a place in the following: "Collective Bargaining and Joint Negotiations Skills Workshop", to be held at Business Eswatini, on the 9 – 11 November 2022.

1. Name: .....

Job Title: .....

Company: .....

Address: .....

Tel:.....

Email: .....

2. Name: .....

Job Title:.....

Company:.....

Address:.....

Tel:.....

Email:.....

3. Name: .....

Job Title: .....

Company: .....

Address: .....

Tel:.....

Email: .....

4. Name: .....

Job Title:.....

Company:.....

Address:.....

Tel:.....

Email:.....

### **NB: Conditions**

- I. Payment to be made **on or before commencement** of the lessons.
- II. **Any cancellation made 7days before** commencement of the seminar to be **charged in full**.
- III. **Non- attendance**, after reservation shall also be **charged in full**.

### **Invoice to be sent to:**

Name: .....

Job Title: .....

Email:.....

Fax:.....

Telephone: .....

### **Account Details**

A/c #: 9110004909766

Branch Code: 663164

Bank: Standard Bank: Eswatini Limited

### **Method of Payment**

- A. CASH / EFT
- B. ORDER ( members only