



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

HR POLICY WORKSHOP PROGRAMME 2022 FOR INLAND REGIONS

DATE: 12 & 13 May 2022

VENUE: Ehlanzeni TVET College

TIME: 8:00 – 16:00

Programme Director: Mr AV Monyela/Mr JS Moela

Welcome & Purpose: Mr AV Monyela

DAY 1

NO	NAME OF POLICY	TIME	PRESENTER
1.	Recruitment and selection	08:30 – 09:00	Mr Mhlanga
2.	Acting Appointment	09:00 – 9:30	Ms Kruger
3.	Overtime	9:30 – 10:00	Ms Kruger
4.	Tea time	10:00-10:15	
5.	PMDS	10:15- 11:45	Ms Moshwane
6.	Job Description	11:45 – 12:15	Ms Lethuba
7.	Job Evaluation	12:15-12:45	Ms Lethuba
8.	LUNCH	12:45-13:30	
9.	Leave	13:30-14:00	Ms Kruger
10.	Special Leave	14:00-14:30	Ms Kruger
11.	Tea Time	14:30-14:45	
12.	Questions and comments	14:45:15:30	All

DAY 2

NO	NAME OF POLICY	TIME	PRESENTER
1.	Staff Retention	08:30-09:00	Mr Moela
2.	Employment Equity	09:00-09:30	Mr Moela
3.	Transfer and Relocation	09:30- 10:00	Ms Kruger
4.	Tea time	10:00-10:15	
5.	Bursary	10:15- 10:45	Ms Kekana
6.	Skills Development	10:45- 11:15	Ms Mamabolo
7.	Developmental Programmes	11:15 – 11:45	Ms Kekana
8.	Change Management Guideline	11:45-12:15	Ms Mokgoadi
9.	Alcohol and Substance abuse	12:15-12:45	Ms Serepo
10	Question/ comments	12:45-13:00	
11.	LUNCH	13:00-13:45	
12.	SHERQ	13:45 – 14:15	Mr Serepo
13.	Health and Productivity Management	14:15 – 15:15	Ms Serepo
14.	HIV, TB & AIDS management	15:15 – 15:45	Ms Serepo
15.	Bereavement	15:45:16:15	Ms Serepo