



OFFICE OF THE PREMIER

DIRECTOR – GENERAL

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Dipatlisiso :

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Navrae :

Date : 13 March 2019

Leshupelo:

Umhla :

Datum :

Reference : S5.3

Tshupelo :

Isalathiso :

Verwysings:

**TO: ALL UNIT HEADS
EMPLOYEES/STAFF MEMBERS**

INFORMATION SHARING SESSION

With reference to the above,

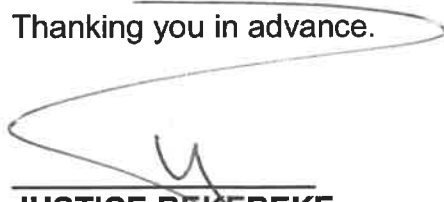
As part of our quarterly assessment schedule, the Labour Relations Unit intends to conduct information sharing session with all the units in the OTP on the following topics:

- 1. Grievance Procedure (Resolution 14 of 2002)**
- 2. Sexual Harassment Policy**

Our office deemed it necessary to conduct these sessions in a quest to keep the staff abreast of the new developments in the regulations governing Misconduct and to sensitize them of the consequences that may occur as a result of a breach thereof.

Attached hereto, is the schedule with times, dates and venue for your perusal and subsequent attention.

Thanking you in advance.


**JUSTICE BEKEBEKE
DIRECTOR – GENERAL**


DATE

INFORMATION SHARING SESSION SCHEDULE

PROGRAMMES	SUB-PROGRAMMES	DATE	TIME	VENUE
Programme one (Administration)	<ul style="list-style-type: none"> - DG's Support - Financial Management - Security and Records Management - Provincial Council on AIDs Secretariat - EXCO Secretariat - Stakeholder Management (IGR) 	28 March 2019	08H30	1 st Floor Boardroom
Programme two (Institutional Development)	<ul style="list-style-type: none"> - DDG's Support - Human Resources Administration - Efficiency Services - Labour Relations - Employee Health and Wellness - Human Resource Strategy and Transversal Co-ordination - Performance Management and Capacity Development - Legal Services - Information Technology and Infrastructure - Communication - Provincial Transformation Programme 	28 March 2019	10H00	1 st Floor Boardroom
Programme three (Governance & Strategic Management)	<ul style="list-style-type: none"> - DDG's Support - Monitoring and Evaluation - Policy Coordination, Research and Development - Development Planning 	28 March 2019	11H30	1 st Floor Boardroom