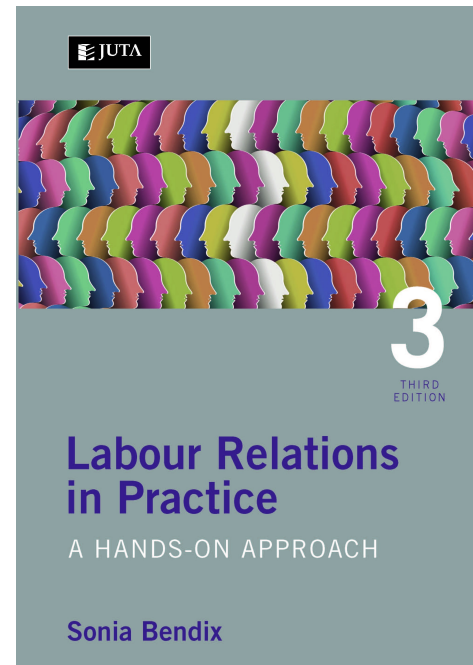


Labour Relations in Practice (WebPDF) 3e

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About this Publication:

Labour Relations in Practice deals with the core labour and employment relations matters regularly encountered by Labour Relations and Human Resources officers, managers, union representatives, bargaining council functionaries and people in advisory services.

Now in its third edition, it contains, *inter alia*:

- actual cases heard by the CCMA and Labour Court
- legislation updated to the end of 2018
- skills development
- the new emphasis on trades and occupations.

The topics covered include:

- the roles, rights and obligations of the various stakeholders in organisations
- the role of the state in the labour relationship and the legislation by which it attempts to regulate this relationship
- the role of collectives, such as trade unions and employer organisations, and the rights granted to them
- legal requirements for fair recruitment practices
- employment contracts
- the various acts that affect labour practices, including affirmative action and skills development
- conducting negotiations and dealing with employee grievances
- discipline at the workplace, dispute settlement and fair dismissal practice.

Key Benefits:

Readers will benefit from numerous practical examples, illustrative problems, actual court cases and scenarios. Legislative requirements and codes of good practice are explained in simple, accessible language, examples of relevant policies are provided and each chapter ends with a useful summary of the main learning points.

Contents Include:

Chapter 1: Organisational Dynamics

- Chapter 4: Sourcing Suitable Employees
- Chapter 5: The Contract of Employment
- Chapter 6: Caring for Employees
- Chapter 7: Developing Employees
- Chapter 8: Facilitating the Relationship between Employer and Employees
- Chapter 9: Maintaining Order
- Chapter 10: Dealing with Disputes
- Index

Of Interest and Benefit to:

This book is suitable for all qualifications requiring one or more modules in Labour Relations and for a first-level qualification in Human Resource Management or Labour Relations Practice.