

## Become a staff representative



SP-27 1 Days (7 Hours)

### Description

Staff representatives are one of the essential links in communication between employees and management. Their role can range from proposal to complaint to mediation. This training will provide you with the essential knowledge to successfully carry out the missions linked to your mandate.

### Who is this training for ?

#### For whom

Staff representatives.

#### Prerequisites

Aucune

### Training objectives

- Know the role and missions of staff delegates
- Master the legal aspects of the mandate
- Know the means and modalities of exercising the mandate
- Know how to prepare and conduct a meeting
- Know how to refer to the articles of the labor code during your mandate

### Training program

Rôle et missions des Délégués du Personnel

- Know the body's missions.
- Identify the areas of intervention.
- Understand the links with other bodies (CE, CHSCT, DUP).
- Understand the additional responsibilities.
- Identify the other responsibilities of the staff delegates.
- Know the obligatory consultations on the part of the employer with the delegates of the staff.
- Distinguish between complaints and demands.
- Know the organization of the labor code and the articles concerning the mandate of staff representatives.
- Collective reflection Collective reflection in the form of a game to know precisely the expectations of the participants.

### Les moyens mis à disposition pour exercer le mandat de délégué du personnel

- Know the means of communication and be able to communicate with employees.
- Know the rules concerning delegation hours.
- Identify the means of information and rights staff representatives.
- Know the information and documents that must be communicated to Staff Representatives by the employer.
- Practical work Group work and exchange, research technique laws.

### Les réunions des Délégués du Personnel

- Know the terms of meetings.
- Know how to prepare meetings in order to be effective.
- Know how to transmit questions.
- Obtain the answers to questions asked in meetings and have access to the register of answers.
- Know the reasons for exceptional meetings.
- Practical work Analysis of meeting minutes of Staff Delegates .
- Joint debrief.

### La protection des Délégués du Personnel

- Know the scope.
- Understand the special dismissal procedure.
- Know the rules regarding the modification of an essential element of the employment contract.
- Know the possible recourses.
- Practical work Analysis of cases provided by participants and real cases provided by the trainer.