

## Manage your relationships with staff representatives and calmly lead social dialogue



SP-28 2 Days (14 Hours)



### Description

Know the legislative framework for staff representation. Follow the schedule of staff meetings and consultations. As an employer, know where the rights and duties of delegates lie, in order to avoid any offense of obstruction. Special case of an employee with a delegate mandate.

### Who is this training for ?

#### For whom

The training is aimed at managers, Human Resources directors, Human Resources managers and executives in contact with members of the EC.

#### Prerequisites

Aucune

### Training objectives

### Training program

#### Comprendre la mise en place des délégués du personnel

- The characteristics of the different types of mandate.
- The notion of staff with regard to the authorities.
- Professional elections and designations.
- New features of the August 2008 law on the renovation of social democracy.

#### Veiller au fonctionnement régulier des réunions de DP

- Preparing and leading meetings.
- Restricted meetings and exceptional meetings.
- Consultations reserved for staff delegates.
- Monitoring instance activity.

### Maîtriser les attributions spécifiques des délégués du personnel

- Staff representation.
- Presentation of individual or collective complaints.
- Intervention with the Labor Inspectorate.
- Assistance to employees during interviews with the employer.
- Suggestions on the general organization of the company.

### Maîtriser les droits et les obligations des délégués du personnel

- Delegation hours.
- Freedom of travel.
- Communication with employees.
- Leaflets and posters.
- The premises and equipment.
- The budgets.
- The obligations of staff representatives.

### Gérer la relation avec les délégués du personnel

- Know how to react to the request of a staff delegate.
- Manage an employee with a PD mandate.
- Manage teams in response to staff delegates .
- Avoid the offense of obstruction and union discrimination.
- Apply the special dismissal procedure for protected employees.
- Manage a right to employment situation alert.