

Staff delegates (PD), take charge of your mandate



DTRS-4 2 Days (14 Hours)

Description

Exercising a mandate cannot be improvised. As staff representatives, you are the key point of contact for management both on the point of compliance and respect for the legislation and agreements in force within your company and on the resolution of disputes on a daily basis. In this 2-day training course, we offer you the opportunity to master the legal and practical aspects of your PD mandate, to understand your role and to know how far to go to increase your efficiency. NB: This training program takes into account the latest legal developments.

Who is this training for ?

For whom

Permanent staff representative and/or substitute. Companies that have implemented the CSE can follow the 'CSE - Companies with less than 50 employees' training (ref. 9052). NB: Members of Management can follow the training 'Succeed in your PD meetings and union relations' (ref. 6467).

Prerequisites

Aucune

Training objectives

- Master the key points and texts of labor law as well as the legal aspects of the DP mandate.
- Evaluate your rights and duties as elected officials.
- Professionalize the preparation of meetings and your interventions.
- Manage the relationship with employees.

Training program

Maîtriser vos missions générales : le mode d'emploi des attributions des DP

- Distinguish between complaints and demands on a daily basis.
- Intervene with the labor inspectorate: when and how? The defense of individual freedoms: a specific role and a regulated right to alert .
- Areas of intervention reserved for DPs: paid leave, incapacity, work accidents.

Assurer les attributions supplétives lors de carence du CHSCT ou du CE

Identifier vos droits, devoirs et moyens dans l'exercice de votre mandat

- When is there a deficiency? What are the auxiliary missions? How to carry them out? Duration and accumulation of the mandate.
- The rules for replacing the incumbent.
- Hour credits.
- Freedom of travel and making contact.
- Access to information, registers.
- Protective status .

Préparer et assister aux réunions avec la direction

- Transmit questions on time and in the correct manner.
- Obtain answers and maintain the PD register.
- Improve the flow of meetings.
- Acquire ease in your speaking.
- Communicate with employees about the results.

Améliorer votre rôle d'interface entre la direction et les collaborateurs

- Clarify your objectives and strategies.
- Making contact with employees: areas for vigilance and mistakes to avoid.
- Managing the relationship with your management and supervision .
- Define and implement your action plan.

Activité à distance

- Un
- expert 'Accompany an employee during a preliminary interview'.