

# HR WORKING SESSION

by RITA LALLY & PHIL GROSE  
SmartMoves Human Capital

## JOB PROFILING AND CONTRACTS OF EMPLOYMENT



SmartMoves  
Human Capital

## BOOST your business IQ with HR INSIGHTS

- getting the **RIGHT TEAM MEMBERS**
- getting the **RIGHT CONTRACT IN PLACE**

### CONTRACTS OF EMPLOYMENT

The Basic Conditions of Employment Act requires all employers to enter into a contract of employment with their employees. The contract is protection for both employers and employees. In the event of any issues – without a contract in place stipulating the terms, employers cannot defend themselves easily.

#### SESSION 1: PRACTICAL WORKSHOP - HR CONTRACTS

 **Time** | 09:00 - 13:00

### JOB PROFILING

If you have ever asked any of the following questions and want to know the answers, this workshop is for you:

- » Is there a business need to employ someone and is it the right move?
- » What do I expect from an employee and how will they add value to the business?
- » What are the essential requirements for the employee to be able to do the job?

#### SESSION 2: JOB PROFILING

 **Time** | 13:30 - 17:00

✉ RSVP | [info@riversandsihub.co.za](mailto:info@riversandsihub.co.za) or [www.riversandsihub.co.za/events](http://www.riversandsihub.co.za/events)  Date | 2 February 2017

**Who should attend?** Any business owner who would like to attract and retain the right team members.

Learn all about the types of contracts; clauses and how to best use them to benefit your business in an informative and highly practical workshop'

**Rita Lally** spent 22 years in the corporate environment before starting her own consultancy 14 years ago. Her passion had always been to ensure that the HR team contributed to and added value to the business through providing exceptional recruitment support to management when appointing new staff. SmartMoves Human Capital was formed on the same basis, to provide assistance to small business who did not have internal HR support and needed the expertise.

**Phil Grose** has operated in the industrial relations field for more than 35 years, from the shop floor through to boardroom level. He was a director of a national retail chain of 360 stores throughout Southern Africa. Since the sale of that business in 2001, Phil has been self-employed as an industrial relations consultant. Clients range from multinational companies through to smaller entrepreneurial employers. He has experience in a wide range of industries.