



KSM MANAGEMENT CONSULTANTS
in collaboration with the
MINISTRY OF LABOUR & SOCIAL SECURITY

**COMPLIANCE WITH THE
NEW EMPLOYMENT CODE ACT (2019)**

- Workshop -

Livingstone - Solwezi
(Starting 17th February, 2020 – Livingstone)

For reservations, inquiries and /or requests for
Course Content contact:
Phone- 0961468239, 0955750070, 0764241837
Email- training@ksm.co.zm.

Alternatively, follow the link below to
register online:
<http://bit.ly/Compliance-with-the-new-employment-code-act-2019-zambia>



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EARLY BIRD OFFER

10 % Discount on bookings and payment made 5 (days) work days before the training date.

REFERRAL OFFER

Become a special KSM corporate partner. Refer and convince 5 (five) participants in your network to register and pay, and enjoy 50% (**K1,350 value**) Discount on your own training. Ensure your referee (the person you referred) submits your name, phone and email as the person who referred them when they register.



FEES

Two Thousand Seven Hundred Kwacha (K2,700) only Inclusive of Tax, course materials, meals & Teas and certificate. Excludes accommodation and transport.



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WORKSHOP OVERVIEW

KSM MANAGEMENT CONSULTANTS in collaboration with the **MINISTRY OF LABOUR & SOCIAL SECURITY** will be running a workshops in the major towns under the theme **COMPLIANCE WITH THE NEW EMPLOYMENT CODE ACT No.3 OF 2019** from Livingstone to Solwezi.

Get to Know the Law (New Employment Act #3 of 2019) Before the Law Gets to Know You

Understanding the impact of labour laws to your business is critical. No organization can exist without understanding the implications of the country's labour laws and how to implement them. The New Employment Code Act No. 3 of 2019 was recently enacted into Law and all employers were given a one (1) year deadline from 9th May, 2019 to 8th May 2020 to implement the provisions of this Act. There is no time. In order to ensure that all companies are compliant with the Code Act, KSM will be running Labour Law Compliance workshops across the country.

These workshops will examine the recently enacted labour laws and discuss Employer implications and how to align with the CODE ACT going forward. We will also discuss how to review and implement the Policies highlighted in the Employment Code Act No. 3 of 2019. Overall, this workshop will give you a full understanding of key labour legislation and how to effectively implement them.

ATTENDEES WILL HAVE AN OPPORTUNITY TO MINGLE WITH THE MINISTRY OF LABOUR OFFICIALS and Facilitators and have an opportunity to clarify various issues participants may have on the CODE ACT.



COURSE OBJECTIVES

After the training, participants will:

- » Understand the EMPLOYMENT CODE ACT No.3 of 2019 and its implications on organisations
- » Learn the various forms of Contracts defined in the CODE ACT and how and when to use them
- » Find out what steps to take to align your conditions and contracts of employment with the CODE ACT
- » Step by step learn how to Draft/Review your HR Handbook, HR Policies, Various types of Employment Contracts, Employment Terms and Conditions and other HR vital documents with emphasis to current Employment Code Provisions
- » Understand the application and implication of the Key aspects of various HR documents
- » How and what to align the HR documents with current Employment Code Act without compromising of productivity
- » Gratuity and Redundancy
- » How to effectively adopt the New Employment Code into the HR documents aiming at high productivity at a workplace



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- » Strategies for designing effective HR Policies that maximize productivity at a workplace
- » Learn how to co-opt other provisions of the Law in coming up with effective HR policies
- » Learn how to draft a Performance Management Policy and other mandatory policies highlighted in the CODE ACT.



WHO IS TO ATTEND

All Employers, Senior Management Staff, Company owners, Board Members, HR Practitioners, Accountants, Consultants, CEOs, Directors, Managers, Entrepreneurs, Union Representatives and anyone interested and / or impacted with the Employment Code Act.



COURSE CONTENT OVERVIEW

DAY 1

- » Understand the Zambia Labour Laws and their implications on organisations
- » Learn the various forms of Contracts defined in the CODE ACT
- » Aligning your conditions and contracts of employment with the CODE ACT
- » Draft/Reviewing your HR Handbook, HR Policies and Employment Contracts
- » How to effectively adopt the New Employment Code into the HR documents aiming at high productivity at a workplace
- » Understanding the HR Policies highlighted in the CODE ACT
- » REVISION/QUESTION & ANSWER SEGMENT

DAY 2

- » RECAP
- » Drafting a Performance Management Policy;
- » Termination of Contracts
- » How to manage the PROJECT CONTRACT
- » Implementation of Gratuity Provision Vs. The Pension Provision
- » How to TRANSITION CURRENT/ EXISTING CONTRACTS to align with the CODE ACT
- » More...

Check the Facilitator's profile, date and venue for this event in a town near you
on the pages below.



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FACILITATOR

Dr. Kelvin Moyo Sokuni,

CEO and Founder
KSM Management Consultants – Zambia

With over 20 years work experience in senior strategic HR management roles, Dr. Kelvin Sokuni was recognized and honored as an Ambassador of PEACE, he was also awarded an honorary PhD for the immense work he has been doing with various business entities. He is Fellow of ZIHRM, an accomplished and solid HR Practitioner who has previously worked for Zambia Revenue Authority in various HR Portfolios, he worked as Head of HR for Telecel (MTN) Zambia, Dunavant - Zambia Ltd as Head of HR and as Director Human Resource for Barclays Bank Zambia Plc. A holder of a PhD, Masters Degree in Business Administration (MBA), Bachelor Degree of Business Administration, Diploma in Human Resource Management and various management certificates. Dr. Kelvin currently owns and runs three (3) companies under the umbrella of KSM GROUP.

He runs KSM MANAGEMENT CONSULTANTS LTD – An HR Solutions Provider, FAST DEBT MANAGERS LTD – A Debt Management Firm and JALITHS PROPERTIES LTD – A property management firm. Dr. Sokuni is an effective Entrepreneur and he brings with him a solid wealth of experience in HR Management, Organisational Effectiveness, Performance Management Implementation, Team Building Facilitator and handling complex Union negotiations.

Dr. Sokuni is a sort after speaker at various conferences and fora. Dr. Sokuni has served / is serving on a number of Boards including:

Position : GROUP CEO and Consultant
The Company : KSM GROUP
Direct Subordinates : 9
Period Served : 3 rd June, 2011 to date

Position : Board Chairman
The Company : RSM ACCOUNTING & AUDIT FIRM
Period Served : June, 2017 to date

Position : Board Member – HR Committee
The Company : PROFESSIONAL HEALTH COUNCIL OF ZAMBIA
Period Served : May, 2017 to date

Position : Board Member – HR Committee
The Company : ZCAS
Period Served : January, 2017 to date

Position : PTA Vice Chairperson
The Company : Ndola Technical School – Lusaka Chapter
Period Served : January, 2015 to date

Position : Board Member – HR Committee

The Company : ZCAS
Period Served : January, 2014 to February, 2016

Position : Board Member – HR Committee
The Company : LUSAKA STOCK EXCHANGE
Period Served : January, 2015 to April, 2016

Position : Board Member
The Company : SARTUNIA REGNA PENSION FUND – BBZ
Period Served : January, 2014 to February, 2016

WORKSHOP SCHEDULE

MONTH	TRAINING NAME	DAYS	DATE	AMOUNT (per person)	VENUE
FEB	Compliance with the New Employment Code Act of 2019	2	17 th - 18 th February	K2,700	Protea Hotel, Livingstone
	Compliance with the New Employment Code Act of 2019	2	20 th -21 st February	K2,700	Kozo Lodge, Choma
	Compliance with the New Employment Code Act of 2019	2	24 th -25 th February	K2,700	Drews Meeting Rooms, Lusaka
	Compliance with the New Employment Code Act of 2019	2	27 th - 28 th February	K2,700	Neempark Courtyard Lodge, Kabwe
MARCH	Compliance with the New Employment Code Act of 2019	2	2 nd -3 rd March	K2,700	Protea Hotel, Ndola
	Compliance with the New Employment Code Act of 2019	2	4 th -5 th March	K2,700	Garden Court Hotel, Kitwe
	Compliance with the New Employment Code Act of 2019	2	10 th -11 th March	K2,700	Royal Solwezi Hotel, Solwezi
	Compliance with the New Employment Code Act of 2019	2	17 th -18 th March	K2,700	Wamulungwe Lodge, Kasama
	Compliance with the New Employment Code Act of 2019	2	24 th -25 th March	K2,700	Nyamfinzi Hotel, Chipata
	Compliance with the New Employment Code Act of 2019	2	31 st March -1 st April	K2,700	Country Lodge, Mongu



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